

NEVADA STATE BOARD MEETING AUGUST 16, 2004 RENO

**David Austin:** The Nevada State Board of Cosmetology will conduct a board meeting August 16, 2004 beginning at 9:10 am at Kieitze Plaza in Reno. Present are David Austin, E. Lavonne Lewis

**E. Lavonne Lewis:** Here

**David Austin:** Pamela Perondi

**Pamela Perondi:** Present

**David Austin:** Mireille Alfa

**Mireille Alfa:** Present

**David Austin:** Gloria Alexander

**Gloria Alexander:** Present

**David Austin:** Agnes Orozco

**Agnes Orozco:** Present

**David Austin:** Kara Lamb

**Kara Lamb:** Present

**David Austin:** Also present are George Campbell Deputy AG, and Amarillys Zayas Office Manager. First item on the agenda; consideration and approval of the agenda and its posting. Has everyone had a chance to review the agenda?

**Board Members:** discussion did not receive the amended copy of the agenda. Amended copy was sent with copy of letter from Ethics commission. Only change was Item 17.

**E. Lavonne Lewis:** I move we approve the agenda.

**Pamela Perondi:** I second it.

**David Austin:** Motion made by E. Lavonne Lewis to approve agenda as posted.

**David Austin:** Seconded by Pamela Perondi. All in favor.

**All:** Aye

**David Austin:** Any oppose?

**Motion carried.**

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**David Austin:** Can I get a testimony to its posting

**Amarillys Zayas:** I Amarillys Zayas attest that agenda has been posted and confirmations have been received.

**David Austin:** Item number two consideration and approval of the June 28<sup>th</sup> 2004 regular board meeting minutes, and the July 26<sup>th</sup>, 2004 special board meeting minutes.

**Board Members:** Discussion on Minutes. Closed session minutes should be separate from open session minutes. Minutes can be condensed as long as the main information is in there. Make sure the motions, and a little of the conversation leading up to the motion. Without it being word for word.

**David Austin:** We like the fact that the pages were copied out of the law book and we like that.

**Amarillys Zayas:** Annie helped with that. That was Annie.

**David Austin:** We'd like to thank you and thank Annie on the record.

**E. Lavonne Lewis:** I would like on the motions that they not be condensed that the motions themselves be stated as they were stated and that the count on the approvals be recorded.

**David Austin:** That was just stated by Pam.

**Pamela Perondi:** I make a motion to accept the June 28, and July 26<sup>th</sup> minutes.

**Gloria Alexander:** I second.

**David Austin:** Motion made by Pamela Perondi to approve the minutes from 28<sup>th</sup> 2004 regular board meeting and the July 26<sup>th</sup> special board meeting. Seconded by Gloria Alexander. All in favor?

**All:** Aye

**David Austin:** Any oppose?

**Motion carried.**

**David Austin:** Item number three consideration and approval of the treasury report for the month of May 24<sup>th</sup> complied one and 12 month and June 30<sup>th</sup> 2004. We have a draft for June.

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**E. Lavonne Lewis:** We need to get this together for the auditors

**David Austin:** This has been handled.

**Amarillys Zayas:** Yes I have been in contact with Berry and Booth.

**E. Lavonne Lewis:** What do you mean in contact?

**Amarillys Zayas:** Berry and Booth is to make an appointment with me next week to get all the information needed.

**Board Member:** discussion on approving draft. Asking if we can approve or just acknowledging. Regarding the out of state travel not on the May financials.

**David Austin:** We can approve it as a draft not as a final is that correct? We can accept the draft but not approve it?

**George Campbell:** You are approving what it is it is only a draft. You are just really acknowledging it.

**Board Members:** Discussion on the out of state travel.

**Amarillys Zayas:** We can probably go back and check to see if the out of state travel was put into the instate travel.

**Pamela Perondi:** I have some questions on the May financial where it says in state travel 1 what is 1 one dollar or 1 person.

**E. Lavonne Lewis:** Jel only reports what we give them and then they give it back to us.

**Gloria Alexander:** Jel sent us a letter stating they needed more information from the office in order to complete this.

**David Austin:** Amarillys what we need to do is set up a meeting with Gloria from JEL, Gloria Alexander, you and myself, and then lets see how we handle this. See if it is cost effective that they do the books. So it's an outside person keeping control. We'll discuss before them and then bring it before the board before the next meeting.

**Pamela Perondi:** When you do quick books and you are paying out something and we have money in certain categories according to out budget doesn't it just deduct from that category.

**Amarillys Zayas:** You have to pick the account it goes to. It doesn't automatically go to that account. So like when you do travel if it is in state you would choose in state travel or if its mileage then it would go under mileage, or per diem etc and that's how I have

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been separating it. It was all bunched into one before and JEL stated they wanted everything separated.

**David Austin:** I suggest we do not consider or accept these until the next meeting so we can discuss with JEL and even ask Gloria if she can be there at the Las Vegas meeting. So she can answer and question for us. I make a motion to move this to the next Las Vegas Meeting.

**Agnes Orozco:** Car Rental \$933.00 is that correct because it wasn't budgeted in the expenses it looks like we are over budget. So is that true?

**David Austin:** Car Rental is a new thing we are doing with the state now is that correct Gloria?

**Gloria Alexander:** All of our car in state is done through motor pool.

**David Austin:** This is something we had not budgeted for before. Do we have a second?

**E. Lavonne Lewis:** You know this needs to be done before the audit in October so we do not have two months to do this.

**David Austin:** The audit can be done with out our accepting this. I made a Motion

**Gloria Alexander:** I second

**David Austin:** Motion made by myself David Austin to move the consideration of the treasury report and the draft of it to the October meeting after meeting with JEL. Seconded by Gloria Alexander all in favor?

**All:** Aye

**David Austin:** Are there any oppose?

**Motion carried.**

**David Austin:** Board to discuss and make decision regarding the 2004-2005 budgets.

**Pamela Perondi:** Who did the budget?

**E. Lavonne Lewis:** I did.

**Pamela Perondi:** I need to see the actual proposed from last year too. Is there a way we can?

**David Austin:** Normally we have both.

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**E. Lavonne Lewis:** This came from quick books.

**Gloria Alexander:** The first one that Amarillys and I did had the actual and the proposed of 04-05. Amarillys can you explain how we did it.

**Amarillys Zayas:** We did the budget the old way adding 7% like Gloria said, and then Lavonne came in and since we have all the information on quick books and I wasn't familiar with how it is done on QuickBooks Lavonne offered to help us do it on quick book.

**E. Lavonne Lewis:** The June 03-04 budget is in quick books.

**Board members:** discussing the budget whether the new one has the same information the old one had. Actual is there it is just a little different format.

**E. Lavonne Lewis:** We did this based on what we were taking in and what we actually spending and we projected it out. Inflation cost salary etc. You have to take into consideration that this is not a licensing year. Even if you approve the budget that means you are approving it as of now you can always revise the budget.

**Board Members:** Discussion on the Budget. We think you guys did a wonderful job.

**David Austin:** I make a motion to approve the budget

**Agnes Orozco:** I second

**David Austin:** Is everyone in favor.

**Pamela Perondi:** No, I have a question hired raters \$2000.00 what is that for? We do not pay raters that is part of what we're paying our company

**Gloria Alexander:** Hired raters is what on our last budget we were paying hired raters. It was added in here because like she said she took the information that she had from the quick books.

**David Austin:** Gloria is that like a just in case things change gives us some leeway it does not mean we are spending it. If we don't have it in here and something happens and Experior leaves we would have to hire raters and we would have budgeted for it.

**E. Lavonne Lewis:** And that also could be used to hire somebody to monitor what is happening with Experior or any other test giver that we have in that operation.

**Board Members:** Discussion on duplication on things we have a company doing and we have budgeted for. It can be taken out. Vacation buy out do we pay out vacation buy out? No we do not but if terminated if they have vacation coming to them it must be paid.

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**Board Members:** Thanked E. Lavonne Lewis for helping with the budget she did a good job.

**David Austin:** Do I have a motion to accept the budget the way it is for the time being?

**Gloria Alexander:** I make a motion that we accept the budget the way it is for the time being.

**Agnes Orozco:** I second

**David Austin:** Motion made by Gloria Alexander to accept the budget as is currently seconded by Agnes Orozco. All in favor?

**All:** Aye

**David Austin:** Any oppose?

**Motion carried.**

**David Austin:** Fourth to discuss review inspectors workshop and recommendations to NRS 644.360.3 & 4. Mary Jo, can you please come up and explain.

**Mary Grady:** After much discussion in regards to the NRS 644.360.3 & 4 we really could not come up with what we felt as an inspection staff what the Board would really want. To consider what a provider of health care was. What we are requesting as possibly an Attorney General opinion or possibly the Board members just tell us what you would consider to be that and what you would want to allow into the salon and then how you would want us to enforce it.

**David Austin:** Mary and it has to do with health care correct?

**Mary Grady:** Correct.

**David Austin:** I had an idea Dr. David Markman plastic surgeon would be delighted to help us with a workshop. Regarding the laser issue he said he would sit with us and help us out.

**Pamela Perondi:** David when is regulations due to LCB so that we can get this in on time. You can do your BDR request right now. I think we should set up a committee with him to do a regulation

**David Austin:** This way we can get some clarification. Buzz Harris, called me and is trying to set up a meeting with us. The people that should be involved in that committee Mireille, Kara, because you both are working in Aesthetics, the inspectors, Dr. Markman, and our Deputy Attorney General. I can try to get a hold of him and have him contact you Mary Jo, is that ok.

**Mary Grady:** Sure

**David Austin:** I have the program Power Point and on the remote it has a laser to go with it and it clearly states do not point this at anyone can cause blindness. I bought it at office max and it's just as dangerous, it gives the same warnings as some of the other things. We need to find out what a physicians input of what is truth and what is not. It would be very important. There are laser clinics in the mall and no one governs it so if the public gets hurt they have no where to go because there is no governing agency to take somebody's license away.

**Board Members:** Discussion on laser training.

**Agnes Orozco:** Chris, I have a question Genesis, they advertise laser vein removal under they say hair designers have the highest training. How does that work?

**Christopher Cooke:** They have a doctor on staff. I had done a report on that a while back, the laser and stuff like that is done by the doctor.

**Pamela Perondi:** Chris do you have any 04 books in your office at all.

**Christopher Cooke:** No, and what I just explained to Amarillys, ..... had said there were some in but I had asked her a few times to send me some but she kind of always gave me the run a round. I figured she really did not have any.

**Amarillys Zayas:** I was under the impression she did send them. So I told Chris I would send him some.

**David Austin:** If there is no more discussion on number 4 then I will try to get a hold of him on the break try to locate his number and put him in contact with Mary Jo. Because he seemed very interested and excited about doing something like this the last time I saw him.

**Pamela Perondi:** The main thing is keep in mind that they can't do at the same time the cosmetologist uses that space.

**David Austin:** Number 6 Board to discuss and make decision regarding Jonnie West-Rich and Toshiana Pierson, can I make a suggestion on here. Comp time we do not pay comp time or sick time do we pay out. Any accrued vacation we pay or any time that they worked that we have not paid they get. There is no Comp time to be paid. If they have an issue with it let them contact the Labor Board. It is in our minutes no comp time to be paid.

**Board Members:** Discussion on Jonnie West-Rich's pay out for vacation. We will pay for Jonnie 256 hrs @26.01 for a total of \$6,658.56.

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**David Austin:** I make a motion that we pay Jonnie West-Rich \$6,658.56

**Kara Lamb:** I second it.

**David Austin:** Seconded by Kara Lamb all in favor?

**David Austin, E. Lavonne Lewis, Gloria Alexander, Mireille Alfa, Kara Lamb, Pamela Perondi:** Aye

**Agnes Orozco:** Nay

**Motion carried.**

**Board Members:** Discussion on Toshiana Craig (Pierson) pay out for vacation. We will pay for Jonnie 205.6 hrs.

**Pamela Perondi:** Wanted to know why Toshiana got 3weeks vacation if she had not worked the full year.

**Amarillys Zayas:** I want clarification because when I started with Tracy she stated that once the year was up or the anniversary date came along that the week or two weeks or three weeks, etc. was added on for the employee.

**Mary Grady:** That's what we've been doing.

**David Austin:** This is not a deviation from past practices

**Mary Grady:** No

**David Austin:** Then we are going to pay it as it is here. We can change the policy. That has been the policy in the past and we will stick with it.

**Amarillys Zayas:** Ok let's say her 3 weeks came on 8/15/03 if she didn't work the full year then you deduct. You have to deduct.

**Kara Lamb:** Well don't you have to work your full year to get your week so that means she must have worked her year to get her vacation.

**David Austin:** We will pay this as is.

**E. Lavonne Lewis:** We need to revise these. Because if you worked a year according to what you all are saying and you got two weeks vacation after working for a year. You can take two weeks and quit the next day, and you would have already gotten paid for the two weeks. The accrual process is one we need to consider because it is the more equitable process the first month you work if you get two weeks you get six hours.



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**Pamela Perondi:** I have the policy here. Annual leave shall be accumulated by full time employees as follows one week or forty hours will accumulate on the anniversary of hire after completing one full year of service. Two weeks or eighty hours will accumulate on the second through the fifth anniversary of hire after completing entire year of service.

**David Austin:** So if she worked five years and 1 day she gets those weeks. We will have to pay her.

**Pamela Perondi:** She's worked over six years. 120 hrs or 3 weeks will accumulate on the anniversary of hire after completing six years of service.

**David Austin:** 205.6 hrs @ 14.86 is a total of \$3,055.22. We had a motion to pay Jonnie \$6,658.56 that passed. I need a motion to pay Toshiana Craig her vacation of \$3,055.33.

**Gloria Alexander:** I make a motion to pay Toshiana Craig her vacation at \$3,055.22.

**Board Members:** Discussion is it .33 cents or .22 cents. It is .22 cents.

**David Austin:** Do I have a second.

**Kara Lamb:** I'll second it.

**David Austin:** Motion made by Gloria Alexander that Toshiana Pierson will receive her vacation accrued vacation pay of \$3,055.22 seconded by Kara Lamb. All in favor.

**David Austin, E. Lavonne Lewis, Gloria Alexander, Mireille Alfa, Kara Lamb, Pamela Perondi:** Aye

**Agnes Orozco:** Nay

**Motion carried.**

**David Austin:** First and formal hearing C04-40 Mary Lou Allard vs. Bonny Schultz are all parties present? Is Diane Martinez here did she come? No ok we have a written statement.

**Mary Allard:** Christopher Wolf is my witness because he was with me.

**David Austin:** Yes, I read the statement. Thank you. I need all parties to raise your hands Promise everything you tell is the absolute truth and nothing but the truth.

**Mary Allard:** I do

**Bonny Shultz:** I do

**Christopher Wolf:** I do

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**David Austin:** Mary Allard would you like to start and tell us, can you speak up a little bit.

**Mary Allard:** I turned in my report do you want me to read it.

**David Austin:** You do not need to read the report forebatum did every one read the report

**Board Members:** yes we have read it.

**David Austin:** Do we have color pictures,

**Mary Grady:** Yes we do

**David Austin:** you know what Mary Jo in the future I have a color copier at home.

**Mary Allard:** I have had continuous nail infection ever since the nails were removed. Plus they were not all together removed. I had to go else where to have the remainder of the nails removed. It's very costly to have those nails removed in my report it states that two weeks prior to the removal she did not have acetone she put the nails back over the fungus. All the damaged nails and I have some additional information here. On 3/1/04 I went to the dermatologist and he said it was fungus. And on the 30<sup>th</sup> of July I had .....the door I went to emergency these nails were all infected. So I had the emergency room doctor check these nails and she put antibiotic for 10 days which ended a week ago Sunday, and I'm already infected again. So I have to go to my doctor today at 2pm..... I have had continuous pain continuous nail infection ever since last year. Which is way back in December started getting infections. It is so painful it keeps me awake at night. You can look at this its red.

**David Austin:** When is the last time that Ms. Shultz performed any service on you?

**Mary Allard:** It was .....26, 03 the green area continued and started to pull one nail off and my nail started to go with it. It was very excruciating pain, and that's when she said she didn't have any acetone to remove it. My hair stylist said she does not use acetone she files off then she put them back on and I went back in two weeks and that's when she removed all of them. Then she had me go back two weeks later and that she would get me through all this .....left to polish. Not all the nails were removed. I had to go elsewhere to have the rest of them removed. They were not all taken off. I had to go to another place to have the rest of them removed. I have been having a problem ever since with nail infections keep breaking off. I just recently got rid of the green and I was using nail that I got from my hair girl.

**David Austin:** Basically a year and 3 months later you still have the fungus after any type of the service.

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**Mary Allard:** Yes, I'm still getting the infection.

**David Austin:** Pam I know you have a question.

**Pamela Perondi:** Yes, when you first started with Ms. Schultz did you have enhancements on your nails going to her, I mean did you already have something on your nails and you went to her to maintain them.

**Mary Allard:** I gone to her place last year in July for my wedding.....and then I started to go to Bonny.

**Pamela Perondi:** So had you ever had enhancements before that July

**Mary Allard:** Back in 97 or 87 and 88 when I was working really heavy in Mutual of Omaha Insurance I had my nails done for almost 3 years I never had one problem.

**Pamela Perondi:** and that was at .....

**Mary Allard:** Another girl she's not doing it any more.

**Pamela Perondi:** When you had them on for your wedding was it acrylic that you had put on?

**Mary Allard:** No it was gel

**Pamela Perondi:** It was gel and then you went to Bonny, and she maintains the gel?  
**Mary Allard:** She used the gel once and then she thought I was allergic to the gel so she went with acrylic but I was still having problems I kept asking her what the green was. Oh that's nothing I'll just put this on and it's not fungus it's white.

**Pamela Perondi:** With gel you cannot so acetone will not soak gel off. So you have to...

**Mary Allard:** I didn't have gel she went to acrylic.

**Pamela Perondi:** But when you went to her with your gel she took... did you have the get remove?

**Mary Allard:** Yes, she did my nails and then she put acrylic on me.

**David Austin:** Bonny I'd like go ahead do you have a question

**Agnes Orozco:** Are you on medication?

**Mary Allard:** I just finished

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**Agnes Orozco:** I mean before prior to the time you had nails for any other reason. Medication.

**Mary Allard:** I wasn't on them antibiotic as I last year I had a knee replaced last year.

**Pamela Perondi:** I have seen this type of reaction to gel

**David Austin:** I do hair but a couple of the girls at the salon do nails and I have seen it happen also. Cause gel water gets into it a lot easier.

**Pamela Perondi:** Well that's a whole other issue. Where I do exclusively gel so I know what a reaction but any way lets here from Bonny first and see.

**Bonny Schultz:** When she came to me first time because her hair stylist also does nails doesn't do gel for the reason that she is allergic to doing that. So she called downstairs and asked if I would take her on, and I did. When I did the gels on her I noticed that it was red around the edges and I told her that I thought the she might be having a reaction, but to give it two weeks and see what happens. When she comes back I recommended that she remove them but she didn't want to. So I said well the only other thing is to try acrylic so most people that go from gel to acrylic you know you dust it off and then you set the acrylic on and there's usually no problem.

**David Austin:** How did you remove the gel?

**Bonny Schultz:** Dusting it filing it.

**Pamela Perondi:** Did you file it all the way off or did you just do an enhancement over the top of the nail.

**Bonny Schultz:** Pretty much took probably half of it off and then cause it pretty much dust off very easily and then I went ahead and put acrylic on. I kept as I put in my you know my notes I kept telling her that I thought they should come off and she was insistent in leaving them on. So I went ahead and did the time she speaking about that I had lent my last bit of acetone to florist for they needed some they were out so I gave them mine that day she came in and I thought well she agreed we can go ahead and take them off and then I went to look and I forgot I had loaned it out. So I didn't have anymore. At that point I said I really felt that we should take them off and go ahead so I put a light coat of acrylic on so the next time and then cause I didn't like the redness I saw around her cuticle area.

**Pamela Perondi:** She had green by then she had green?

**Bonny Schultz:** By then she had a little bit I did put some of that thermal medicine on as I dusted down a little once the air hits it. Then it dies and put this thermal on it and that usually helps but in her case it didn't.

**Agnes Orozco:** How long have you been doing nails?

**Bonny Schultz:** 35 years.

**David Austin:** Pam I'm going run by you on this because I've never generally when you get a thing with nail funguses and you have them taken off they grow off. It's been over a year and it's persistent I just question weather it's actually due to the nails.

**Pamela Perondi:** Green there's we go two different kinds' things going on here. Number 1 you probably had an allergy reaction to the gel. I've seen it they swell up the cuticles build up it can ever release pus, and the only way to get gel off is to file acetone does nothing to the gel at all. Green is like a mold in the bathroom you put on enhancement you have a lift we don't know what the client does in-between then can glue that down have moisture it grows green. You remove it off you file it down generally it goes away. If it's bad enough it'll take time to grow off. But everybody I've seen that's ever had an allergic reaction to get generally clears up upon removing them. I've had clients come in this is the weird thing about get. It has something to do with the whole application process the light the catalyst when it sets because they'll come back and I filed it all down if they had an allergic reaction put linens on them and they are fine still a little bit of gel left but usually the infection clears up. I have to think that maybe they weren't taken off properly and there was some damage done to your nails but it looks like since its continuing you obviously have maybe something else going on besides just neglect from maybe that they were removed.

**David Austin:** Has the Dr.....

**Mary Allard:** .....

**David Austin:** People develop fungus after that's been removed especially over a year that whole nail area has grown off and that's gone. Did the Dr. give you medication for it? Like lamisil or anything like

**Mary Allard:** I'm on antibiotics

**David Austin:** Antibiotic wouldn't get rid of a fungus

**Mary Allard:** I still have a lot of infection and then I got called clear nail. Dermatologist to me to use Listerine and that didn't work and I used white iodine

**Pamela Perondi:** Vicks is supposed to be real good for any kind of fungal problems.

**David Austin:** From what I'm looking at this pictures and I've seen quite a bit I would ask the Dr. because that does not look like. When you take the nails off I've never seen where it years later continues. That's generally something internal and that's why there are products out there like lamisil or diflucan things like that. Cause an infection inside the body.

**Pamela Perondi:** It generally clears up pretty fast.

**David Austin:** and that's why a year later yes

**Mireille Alfa:** May I ask you to show us your toenails please.

**Mary Allard:** Pardon me.

**Mireille Alfa:** I'd like to see your toenails.

**Mary Allard:** My toenails

**Mireille Alfa:** Your toenails your feet. Do you have hose on? Well I'll look through the hose.

**Mary Allard:** There is nothing wrong with my toes.

**Mireille Alfa:** Ok, I just want to see.

**David Austin:** Because her fingernails are either problems from the toenails, and it would look exactly like it and it had nothing to do with

**Mireille Alfa:** They don't have fungus she's fine there.

**David Austin:** Some people get it on their hands

**Mireille Alfa:** See we have some on the hands too.

**David Austin:** I never got it on my hands but I had a problem that I picked up at the beach and it just got internal and it took a couple of years to go away I had to take lamisil to get rid of it. It looked just like the pictures. It looked just like that. But from the nails and the damage one set. You ever drop something on your foot or your hand and you get that black underneath. Have you ever had that happen?

**Mary Allard:** I had a horse step on me.

**David Austin:** It grows off.

**Mary Allard:** Yeah it did.

**David Austin:** Like the nails the redness absolutely that redness absolutely is an allergic reaction and the white was probably pus. I just can't see a year and a half later that that fungus is due to those nails.

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**Mary Allard:** I've had this fungus way back in September and the green and that's when I asked she kept saying it would be fine I'll just put this stuff on it and you'll be fine.

**Pamela Perondi:** The green is something different

**David Austin:** The green is something different.

**Mary Allard:** Green because I didn't want to be caught with out them has moisture and has it get worse and it seems that is what happened. My hair girl said she would never put gel on anybody but if they insisted she would do it.

**Pamela Perondi:** You insisted thought didn't

**Mary Allard:** I didn't insist I asked

**Pamela Perondi:** You didn't want to .....her gel

**Mary Allard:** I asked Bonny I said because I have an allergic reaction to the gel I've only had gel put on a couple of times and immediately switched to acrylic. She thought I would be fine with acrylic. I said well my.....I'll never get nails again.

**Pamela Perondi:** I don't think you're a candidate

**David Austin:** I'd like your opinion on it because I don't see where this long term affect can be do to the nails unless there was actually damage to the nail real bad. As far as it being fungus it couldn't be from still from nails.

**Mary Allard:** I have a medical report here that says its fungus.

**David Austin:** But it doesn't mean it's from the nails. That's the problem.

**Mireille Alfa:** Do you have any medical conditions?

**Mary Allard:** I have arthritis

**David Alfa:** I don't understand why they didn't understand why they didn't put on given you lamisil or something to clear it up.

**Mary Allard:** When I went in March to the dermatologist and I went again a couple of months ago and he said if you have more problems with it come back. I have an appointment with my doctor today.

**David Austin:** Ask him about long term.....is not good for your system but that what I'm saying from the pictures cause I went through it but from an infection that's that kind of long term needs to be dealt with the fungus once the nails are gone it's going to grow off. If its fungus from the nails. It won't continually stay.

**Pamela Perondi:** I have seen somebody it was a man and a woman both got it and they used a pesticide on there and both of them got it really bad on their toes and their fingernails. It went black and they had a heck of a time getting them and they weren't even getting enhancements. But I think that if the green went away you had an allergic reaction to the gel.

**Mary Allard:** I just got rid of the green on this thumb nail about a week ago and I had it on this finger and it finally grew out.

**David Austin:** For one thing it's been a year and a half since the nails were on it would have grown off at that point.

**Mary Allard:** It hasn't been a year

**Pamela Perondi:** It hasn't been a year .....eight months it can take that long. I think

**Mary Allard:** It can take up to a year. For your nails and I have one nail that .....before

**Pamela Perondi:** I saw that in the picture too. You know I want to tell you that baking soda is a really good thing to put to soak warm baking soda does three things it'll disinfect, it'll sooth, and it'll reduce the swelling, and I know that's what I've done even for myself when you know you nick yourself and put it in your mouth and the next thing you get a swelled up cuticle and it really helps. Vicks vapor rub helps too for fungus, and it's been documented. It's been in the newspaper a lot.

**David Austin:** Can I come a little closer only because I went through it. I had to go on something for a couple of years and it wouldn't go away.

**Mary Allard:** Just from July in emergency.....that will never go away, and their infected again, and that's still some of the fungus.

**David Austin:** Ask him when you go to your primary about lamisil I eventually had too. It took about 90 days.

**Board members:** Discussing fungus might be internal and not due to the nails.

**Pamela Perondi:** I have a question though for Miss Schultz do you said in here that you sanitize your orange wood sticks. Because they're not sanatizeable they are so porous there is no way. You don't use them on you don't repeat them on different clients do you?

**Bonny Schultz:** No

**David Austin:** Have your other clients have gotten funguses.



**Bonny Schultz:** No

**Pamela Perondi:** So what do you do with your orange wood sticks?

**Bonny Schultz:** I toss them

**Pamela Perondi:** You what?

**Bonny Schultz:** Did I say I....

**Agnes Orozco:** Yeah you said you save them

**Pamela Perondi:** She throws them away when they get ugly and you sanitize them the same way you do your other instruments.

**David Austin:** Yeah, it does say their when they ugly, and you put on their if somebody has a fungus you throw it away.

**Bonny Schultz:** If somebody has mold, or if somebody comes in

**David Austin:** They should not be used on two different people at all. Cause they are porous.

**Pamela Perondi:** Right, you can't take a file out of your drawer and use it somebody and then the next person take that same file out and use it on another client. It's only one file per client. Same with the orange wood sticks. Unless you use the flowery and you pull of the tab and they you disinfect it you know you sanitize your strip the plastic part then peel on a new one.

**David Austin:** Chris, going in Miss Schultz in the past have you found her reusing the orange wood sticks?

**Christopher Cooke:** No, that's a question I asked .....

**Pamela Perondi:** It's my opinion that she had a terrible allergic reaction to the gels and then crossed over to the acrylic it might not have gotten taken care of right away but...

**David Austin:** Do you feel the fungus was caused from that or it's just because I'm using some of my experience in what I have seen. I haven't done nails in quite a few years. But I don't know if it was actually the fungus caused for the extreme condition was from that.

**Pamela Perondi:** I think it was from that and then its clearing up her left hand is fine it's the right hand there's just a couple of nails there and I think with proper soaking and care they'll be alright. But you know again its kind of when we talked about you know hair straightening there is always going to be breakage. Then you never know when you have

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enhancements there can if you have any lift and you don't know what they are doing at home and they seal it back up or they go around and ....as long as its not green and it's the white it looks to me as though you had an allergic reaction and its clearing up its just taking a while.

**David Austin:** But that scrapey look on there is a that's exactly what happen to me, and just ask him because it's just not good for your system to have that continue on there with the redness. Whether there is something you can take. Like I said lamisil or diflucan. To get it cleared up much quicker.

**Mary Allard:** .....

**David Austin:** That's an antibiotic that's not going to clear it up.

**Mary Allard:** The infection did clear up.

**David Austin:** It won't get rid of the fungus. Like lamisil or diflucan will and it will get your nail back to normal state.

**Pamela Perondi:** Is that a topical?

**David Austin:** No that's an oral. There are other side affects liver if you have those issues.

**Pamela Perondi:** Circulation too as we age and the nails they just don't recuperate as quickly.

**David Austin:** Ok Pam, what's your feeling on this? Since you're a nail expert.

**Pamela Perondi:** I'd like to have seen that maybe Bonny removed and then said I'm not doing your nails at all because you have a problem. I don't know that it was negligent I mean it wasn't a gross negligent I don't feel; but I do think that not the best decision. I think she had an allergic reaction it wasn't properly taken care of right away. I would never probably have well no.

**David Austin:** You wouldn't fall under gross mal practice is what your are saying.

**Agnes Orozco:** I agree with you.

**Pamela Perondi:** You do nails

**Agnes Orozco:** I have, I did and when they have an allergic reaction they do they blow up.

**David Austin:** I don't see any action to be taken at this point.

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**Agnes Orozco:** Dismiss

**Pamela Perondi:** You know we could never we are not here to give back any money either.

**David Austin:** We can't legally do that. We don't have any legal authority to give back any financial compensation by the state we are not authorized to do so. You are aware of that. Correct?

**Mary Allard:** Yes.

**Mireille Alfa:** But she still used on her a file that was used on somebody else before.

**Gloria Alexander:** An orange wood stick.

**Agnes Orozco:** She said no

**Mireille Alfa:** It's in here what ever she said here

**David Austin:** We're going by the written statement and she is changing story.

**Mireille Alfa:** If she is changing her story now that is not our problem. She already used....

**David Austin:** Bonny were going to when Chris inspects make note that is something we are going to be watching for. Those orange wood sticks should never be reused.

**Mireille Alfa:** But she needs a warning on that. Because that maybe what gave her the infection. You don't know. No body knows.

**David Austin:** We can only go by facts and what we absolutely know.

**Mireille Alfa:** What is the rule? Who has the book on the rule on the manicuring using the same file?

**David Austin:** No they can't they are not sanitizeable

**Mireille Alfa:** Ok, so she broke one rule. Still she needs to be....

**David Austin:** We can issue a warning or a citation or fine. For that.

**Pamela Perondi:** I'm just reading more on Bonny's; you know I think that probably a warning would be fine and that if anything else in six months

**David Austin:** We can make the motion to put her on a six month probation.

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**Pamela Perondi:** I make a motion to put Bonny Schultz on six months probation if any thing else comes up that we will have to revisit. Case 04-40.

**David Austin:** Do I have a second.

**Gloria Alexander:** I second

**David Austin:** Motion made by Pamela Perondi to put Bonny Schultz on six months probation seconded by Gloria Alexander. All in favor?

**Six Board Members:** Aye

**David Austin:** Any oppose?

**Agnes Orozco:** Yes, me I oppose.

**Motion Carried.**

**David Austin:** For the record Bonny so over the next six months we're going to be watching be real careful with your sanitation when you use the orange wood stick use it throw it away. This is all we are legally is to put her on probation. That is all the law allows us to do. But I would suggest when you do go to see your primary find out if there is something orally that you can take because topical things don't always get in there and there are some that can cause things. Like I know lamisil can cause liver damage. Diflucan can also but if in a couple of months if your system would allow it. It would really heal it up very beautifully and get your nails hopefully back.

**Pamela Perondi:** Try recovery it's a product for natural nails its called recovery I think it works really well.

**Mireille Alfa:** She is under doctor supervision so don't try anything.

**Board members:** Right don't do anything ask your doctor.

**E. Lavonne Lewis:** I just have a question do we write a letter to the person telling them that they are on probation.....

**David Austin:** Yes, that does go on Miss Schultz's record and that she is on probation.

**Board Members:** Thank you very much.

**Christopher Wolf:** Do we get the pictures back.

**David Austin:** Do you want them back? Who's got the pictures? Again Miss Allard ask them what possibility are there don't need to put topical stuff on without checking. When you are under medical supervision is best to ask it might interfere with other things. Ok.

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**David Austin:** The next item on the agenda petition to appear Jean Savage are you here Jean.

**Jean Savage:** Yes I am.

**David Austin:** Come Forward requesting deviation from NRS 644.217.1 (b) on the distance as it applies to person traveling more than 60 miles. You are 40 miles.

**Jean Savage:** 45

**David Austin:** 45 from the nearest school.

**Jean Savage:** I have no vehicle, I want to do my apprenticeship and get my Cosmetology license. I have Lola with me she is the owner of the Salon. She agreed to supervise the apprenticeship. I am a manicurist now.

**David Austin:** Do you want to do Cosmo or Hair Designer?

**Jean Savage:** Cosmo I want to do the whole thing.

**Pamela Perondi:** How does apprenticeship work as far as curriculum and theory?

**David Austin:** They get the books she's got to have hours with her a couple of hours every morning. Going through the curriculum theory. It's just like school.

**Pamela Perondi:** Does she get a book from the school to teach them.

**David Austin:** Yes

**Pamela Perondi:** You'll have a schedule of what you taught her when and how.

**David Austin:** You know you will be held responsible like a teacher for the hours and.....

**Board Members:** Discussion on the teacher will have to follow the NRS and NAC's. 644.25 And there are guidelines on there.

**David Austin:** Have you seen the guidelines?

**Lola:** Yes

**David Austin:** So you are aware of what you would be getting yourself into.

**Lola:** Yes.

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**Pamela Perondi:** Can you be licensed doing nails during her apprenticeship on hair or how will that work?

**David Austin:** There is nothing against it.

**Pamela Perondi:** Because then we can't hold two licenses this board has always said which she will still be able to nails once she gets her Cosmo license.

**David Austin:** You can have more than one license.

**Christopher Cooke:** The only problem with that it will be really hard for me to tell weather or not she is actually working on clients collecting money rather than doing her apprenticeship hours. See there is no time clock that they punch or anything like that. So that will create a problem.

**David Austin:** Actually Chris, and Mary Jo both why don't you come up here this is an issue we're going to have to work out with you guys.

**Christopher Cooke:** I could probably ask the client and say something like are you a client of hers doing this or are you a regular client. A client is still a client. Once she passes a certain number of hours in the apprenticeship program she can work on the general public.

**Agnes Orozco:** How do you do it in the past? Since it is a program that we have.

**Christopher Cooke:** We've never had a manicurist

**Lola:** What I plan on doing in the salon is have certain days as the manicurist and certain days that's she's the apprentice. Not mix the days together. It's too confusing for the clients my schedule her schedule. So I plan on having specific days.

**David Austin:** Mary Jo, how do you fell about that?

**Mary Grady:** I guess that would work. Unless we were to receive complaints we would obviously have problems.

**David Austin:** We have to look at it both ways. She wants to get that license but she's already got the manicuring license but and she is in a kind of a difficult spot to get to a school.

**Pamela Perondi:** How does that work when you do a client and you're being an apprentice she takes the money that you don't get paid you get nothing right. And the money.....

**David Austin:** Would you be comfortable with that?

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**Christopher Cooke:** There would be further questions like prices are your prices going to be reduced as a student or see because that's going to create a problem there because now all of her clients are going to come on the days she's doing school. That's going to create a problem.

**David Austin:** Would you separate those nail clients and they would not be allowed to come to you on those other days? Is that what you are going to do?

**Mary Grady:** So this would be part-time then? Because you're aware it's already a 3600 hour program?

**Jean Savage:** I figure if I was able to go to school I would have drive time I could only be there about 4 or 5 hours because I am a single parent. I would take me two years anyway. I figure I am already at the salon Lola is willing to show me. I've always had an interest in it.

**Agnes Orozco:** Lola is an established salon owner she's been in there for ever.

**David Austin:** Have you had any problems

**Christopher Cooke:** Just her dog. She has an office in the back of her salon sometimes Lola has been very good.

**David Austin:** I feel if Chris and Mary Jo feel it can be monitored or worked out. I would not want to create hardship on somebody and that it's workable.

**Christopher Cooke:** My only request would be that you keep a lot of times with these apprenticeship programs they wait a week before they start filling out their time cards. They even do that in the schools where they fill out all their hours at the end of the week instead of like on an hourly basis. Which their really not supposed too. I would request that they keep those up to date hourly.

**David Austin:** Suggestion. Do you have a fax machine?

**Jean Savage:** Yes

**David Austin:** What if she faxes a weekly or bi-weekly to the office to you here.

**Christopher Cooke:** See I don't handle that program that's all handled out of the Las Vegas office.

**Mary Grady:** Annie is

**David Austin:** Would Annie be comfortable with that if she faxed in a weekly or bi-weekly time card.

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**Mary Grady:** I don't see a problem with that.

**Lola:** We have a .....That we have to send in of what I taught her per hour and anything on the program anyway.

**Jean Savage:** Mine is usually monthly so I don't see why we just couldn't weekly.

**David Austin:** As long as the inspectors are comfortable with it and you guys feel that it can be worked out and you have your set days and there are no complaints that you're doing your manicuring clients during your training days.

**Mary Grady:** I have one more quick question because basically the certificate is only valid for two or three years. So then she would obviously be over that two year period so then what would we just request here to come back before the board?

**David Austin:** For an extension.

**Mary Grady:** So then you would want to go ahead and deviate from the 60 mile that's in the law.

**Pamela Perondi:** Because that's what they are asking for a deviation

**Agnes Orozco:** A variance. I don't see a problem with it.

**David Austin:** A variance you want to make a motion?

**Agnes Orozco:** I make a motion to accept the apprenticeship program for Jean Savage and Lola being the teacher for the deviation of mileage.

**David Austin:** Before we second does any one have anymore discussion on it.

**David Austin:** I will second it.

**Gloria Alexander:** I would just like to see make sure that she gives her schedule to the inspectors let them know what days she's an apprentice and what days she is a manicurist. That will give them something to go on. If he goes in there let's say she's going to be an apprentice on Wednesday and he goes in there on Wednesday and she's working on a client doing manicuring then that's going to create a problem too. So if they have the schedule he will know exactly what day she's doing what.

**David Austin:** Also I would like to request that you not do the split days. Because that would get confusing specific days. Not like 8-3 I'm a student then 3-6 I'm a manicurist. That would get confusing. So I suggest you do specific days.



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**Jean Savage:** My slowest days seem to be on Tuesday and Wednesday and if I was driving to school I would put in 8 to 10 hour day like 10-6. If I'm still driving to school I put 4 hours in I've already got 4 school days in those two days.

**Pamela Perondi:** We have a maximum that we put in the guidelines for school

**Board Members:** 40 hours a week.

**David Austin:** So you can do 10 hour days

**Pamela Perondi:** I thought we had changed something on that. Mr. Lamarca wanted something changed on Saturday or we did something.

**David Austin:** If they wanted Mon-Fri part-time they could do clinic Wed or they could do an extra day. That was for part-time as long as it did not exceed forty hours a week. It didn't matter how many hours in the day. Those are details that can be worked out. You will need to notify the office of what days are your training days and what days are you....Motion made by Agnes Orozco to accept the deviation seconded by David Austin all in Favor?

**All:** Aye

**David Austin:** Any opposed.

**Motion Carried.**

**David Austin:** Fax a weekly time card is that right Chris?

**Christopher Cooke:** It would have to be weekly because if I go in there I'm going to have a hard time knowing .....

**David Austin:** You're going to be faxing a weekly time card to the Las Vegas Office.

**Jean Savage:** Also the application I need to fill out do I leave it here today or should I zoom it off to Vegas.

**David Austin:** You can leave it here today. Thank you. Is Terry Mundy here? Terry Mundy

**Amarillys Zayas:** We did get a letter back stating return to sender.

**David Austin:** We did?

**Amarillys Zayas:** Yes

**Pamela Perondi:** Where is here letter requesting her petition?

**Mireille Alfa:** We didn't get that?

**Pamela Perondi:** No, but we should have had a letter requesting a petition to be on the agenda?

**David Austin:** Did every body take a look at the Invisilift my suggestion is to hold off on it till we do our special meeting with Dr. Markman, and Kara and Mireille, and the inspectors.

**Mireille Alfa:** What if we invite some of the schools too?

**David Austin:** I don't have a problem with that?

**Mary Grady:** What about some of the salon owners?

**David Austin:** I'm sure a lot of them would show up and they would be of help. It would be a good round table. Why don't we see who would like to come, and then kind of narrow it down a little bit? Lets don't have to act on it she's not even here. Next Item on the agenda board to discuss review Experior amendment on state ownership of proprietary information. It's kind of understandable it is their exam they own the information but should we wait on even discussing this till after the meeting with them.

**Pamela Perondi:** I don't even know what this is about. Can you explain to me what this is about?

**David Austin:** Amarillys you want to come on up. Amarillys, Good afternoon. My legal department has reviewed the contract and is asking for the following amendment to Section 21 (page 6) of the original contract. Our exams are national items and we want to be certain that there are no misunderstandings regarding ownership. I am currently traveling, but will return to the office on Monday. STATE OWNERSHIP OF PROPRIETARY INFORMATION The Contractor will retain exclusive ownership rights to the test item bank and all items used in connection with the Nevada Cosmetology licensure exams other state-based items, i.e., those items developed specifically for the Nevada cosmetology licensure exams. All state-based items developed or acquired by the Contractor under this Agreement shall become the property of the State of Nevada and shall be delivered to the Board no later than the termination date of this Agreement. The state-based items shall not be the subject of an application for copyright or other claim of ownership by or on behalf of the Contractor. George what is your opinion on that?

**George Campbell:** This is vaguely familiar did I respond back to you on that.

**Amarillys Zayas:** No not on that one.

**David Austin:** I don't see it being unreasonable its reasonable. Its their test they wrote it.

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**George Campbell:** I think I responded back saying that your free to do this if you want. The State of Nevada doesn't really care about their stuff so.

**David Austin:** It's their test they wrote it.

**George Campbell:** If you want to amend you contract with them to change this I think its just the first sentence that your adding and the second sentence looks like the boiler plate you can approve this there is no problem.

**Pamela Perondi:** So are they saying whatever they make special for us stays with them not with us.

**David Austin:** Yes, its like when I create a color formula for a client I have a right not to give them the formula out its my formula I created it for them.

**Board Members:** Discussing weather or not they really created anything special for us.

**Kara Lamb:** I make a motion to amend the contract to include the STATE OWNERSHIP OF PROPRIETARY INFORMATION

**David Austin:** Do I have a second?

**Gloria Alexander:** I second.

**David Austin:** Motion made by Kara Lamb to amend the contract to include State Ownership of Proprietary Information seconded by Gloria Alexander. All in favor?

**All:** Aye

**David Austin:** Any oppose

**Motion Carried**

**David Austin:** We are going into Closed Session you can all go into the hall way except for Chris.

**George Campbell:** Take a motion and go into closed session

**Gloria Alexander:** I make a motion to go into closed session to discuss Christopher Cooke.

**Kara Lamb:** I second it.

**David Austin:** Motion made by Gloria Alexander that we go into closed session to discuss the performance evaluation of Christopher Cooke seconded by Kara Lamb. All in favor?

**All:** Aye

**David Austin:** Any oppose?

**Motion carried.**

**Open Session:**

**Pamela Perondi:** Can I make a motion now. I make a motion...

**David Austin:** Let people come back in. I guess you could we're in open session.

**Christopher Cooke:** I appreciate you guys always taking care of me and my family. You've always done very good.

**Pamela Perondi:** Thank you for doing such good job. I make a motion to give Christopher Cooke grade 32 step 6 in the employer pay contribution plan.

**David Austin:** Do I have a second?

**Gloria Alexander:** I second.

**David Austin:** Motion made by Pamela Perondi to give Chris the grade level of 32 step 6 seconded by Gloria Alexander. All in favor?

**All:** Aye

**David Austin:** Any oppose.

**Pamela Perondi:** On the employer pay

**David Austin:** On the employer pay.

**David Austin:** Want to make that motion?

**E. Lavonne Lewis:** You don't have to make a motion that's what her motion does.

**David Austin:** We don't have to state the amount.

**David Austin:** regarding setting grade level, pay step increase well we did it all in one.

**E. Lavonne Lewis:** We did it all in one motion.

**David Austin:** Item number 13, I'll just do a couple of more and we'll just go to lunch early, so we'll go to lunch from 11:30 to 1

**Pamela Perondi:** Well let's just go and see how far we go. We might just get done.

**David Austin:** Board to review and discuss and make decision regarding revision on employee police, regarding annual sick, annual leave, sick leave, annual pay and longevity pay.

**Pamela Perondi:** So what we need to do is talk about what we want, right?

**Gloria Alexander:** So actually the policies that we approved April 28, 03 we are here to change these policies and procedures is that what...

**Pamela Perondi:** I think we need to define where the problems have been and go over them and come up with a current hand book.

**David Austin:** As far as overtime the only ones who can receive overtime are non management.

**Pamela Perondi:** Non supervisory people and that is at one and a half times?

**David Austin:** Yes, Amarillys

**Kara Lamb:** Amarilly has a question

**Amarillys Zayas:** That's only upon approval right?

**David Austin:** From the supervisor

**Pamela Perondi:** From the executive Director

**E. Lavonne Lewis:** All approved overtime shall be compensated at the rate of time and one half.

**Pamela Perondi:** So, in other words, if we give out five days of annual leave, we will just divide it out per pay period.

**David Austin:** The way the state does it. We will go with the numbers that we decided on, but we will dole it out the way the state does.

**George Campbell:** That's a true accrual.

**David Austin:** Correct

**E. Lavonne Lewis:** Do we know what the state system says? Do we have a copy of that so that we can incorporate it into our personal policy?

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**Mary Grady:** George Campbell: I have a quick question. Is that going to affect longevity employees such as myself & Annie who have been here 8 or 9 years?

**George Campbell:** It will be up to them. It would start whenever they decide. Like say, at this meeting or the at the next meeting, if they decide to have you accrue, say 4 hours per pay period or whatever, 6 hours per pay period. Their choice as to whether or not it applies here or...

**David Austin:** Tell you what. Amarillys, this way we can these particular items that are on #13, research how the state does it listed out...

**Pamela Perondi:** It's right here. If you are a new employee working a full time schedule, you will earn 10 hours 1/14 working days of annual leave for each month a continuous full-time service. You have accrued 7 ½ working days of annual leave after 6 months of full-time service and will be eligible to use this leave at this time after 6 month.

**E. Lavonne Lewis:** Okay, but we are not going to give that much.

**David Austin:** We are going to give what we have been giving....were just going to dole it out the way the state does it.

**Amarillys Zayas:** Annual leave. I have them all tabbed in case you wanted to look at it.

**David Austin:** Great.

**Amarillys Zayas:** That's the employee handbook.

**David Austin:** Okay. State employee handbook. Let's vote on one of these things at a time. We are going to do the amounts we do. That makes sense.

**Pamela Perondi:** Let's go over the amounts that we do. If you have an employee handbook. You guys have are... This is what Tracy did, but and it is not all correct.

**David Austin:** Let's not go by that.

**Pamela Perondi:** Page 3. We had said 40 hours or 5 days after one year. After two years, through 5 years, we said two and after 6 years, we had said three weeks.

**David Austin:** Upon the completion of that 6th year. So, do you want to go and accept that?

**Pamela Perondi:** Yes.

**David Austin:** So, do I have a motion?

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**Pamela Perondi:** I make a motion for annual leave after completion of one full year.

**David Austin:** They have to complete one full year service before they can actually take that leave.

**Pamela Perondi:** Now, the state gives it out increments that you can't take it until 6 months.

**E. Lavonne Lewis:** They can take it after 6 months?

**David Austin:** How do we feel about this? I feel a year. That's why we have been doing it all wrong.

**Pamela Perondi:** Okay, so that in one year, we are going to give them the week.

**David Austin:** That's correct. They have accumulated it. They just don't get it before then.

**Pamela Perondi:** Then, how about after one year, then we start...

**David Austin:** You have to complete...let's say they do 23 months, a month shy of two years, they only get what they accumulated. They have to complete their two full years before they get the next one.

**Pamela Perondi:** We are going to continue with a lump sum...

**E. Lavonne Lewis:** No, we are not. What will happen is...The first year they work, they will accumulate at the rate of...I don't know, 2 ½ hours a month and then for the second year they worked, they will continue to accumulate at the rate of 2 ½ hours a month. That's all we are saying based on what you all had said here. That after you had worked two full years, you will start to accumulate at the rate of two weeks a year. That seems to be a little harsh, but you know...that's the way, if that's what you all have been doing. It doesn't mean it's fair, just means that it's just what you have been doing.

**David Austin:** I think it is fair.

**E. Lavonne Lewis:** It seems to me to be harsh, because most people get two weeks vacation after they work for two years.

**David Austin:** Well, we can change that.

**E. Lavonne Lewis:** That's what it says.

**David Austin:** After you work a year. Pam, read it again.

**Pamela Perondi:** Which one do you want me to read the state employee handbook or...

**David Austin:** No, what we decided the last time.

**Pamela Perondi:** Annual leave shall be accumulated by full-time employees as follows: 40 hours which is one week will accumulate on the anniversary date of hire after completing one full year of service; 80 hours or two weeks will accumulate on the 2nd through 5th anniversary of hire after completing an entire year of service;

**E. Lavonne Lewis:** But you have to work for two years before you get two weeks. What I am saying is... most industries will allow you to get two weeks after you have worked for one year.

**Mireille Alfa:** Not in a hotel. I worked 18 years for the Mirage Resort and the first years you get one week off...

**David Austin:** Here is how we are going to settle it. Everybody, one at a time, I am speaking. Okay. Because, in this discussion...what we have here is after one year, you accumulate one week after your first year anniversary. After the 2nd-5th year, each one of those years, you accumulate two. After the 5th year, you accumulate three. You had a question on that before or was it an answer?

**Mary Grady:** Actually, what I was going to question was that, if you guys were going to change it the other way, how would you incorporate that for those of us who have been here, because my 9 year anniversary is in February and Chris is coming up on September 1st.

**David Austin:** Well, what I feel, and I am getting concessions that we are going to leave it at this, but we have to take a vote on it.

**Kara Lamb:** Can I say something?

**David Austin:** It's not up to one person. Yes.

**Kara Lamb:** Now, okay. The point that we are doing this is so that you don't pay somebody a lump sum? Even if you are accruing it, I mean, if they work for three years, they are going to have three weeks...

**David Austin:** They are still going to get the lump sum anyway.

**Kara Lamb:** They are going to get more.

**David Austin:** Of course.

**Kara Lamb:** If you work 4 months after the three years, then you have more accrued vacation time, because it is not the....so why not just keep it how it is.



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**David Austin:** I agree.

**Pamela Perondi:** I have an idea.

**David Austin:** Yes, Pam.

**Pamela Perondi:** If you work one year and I start today, I am going to show up on my pay check however that divides out over a year that I am accruing it. Okay. But I cannot take it per year, but on my anniversary date has been accrued, I have got 5 days. Now, after two....and then the following year, I am accruing it as I go. Okay. Still one week. Now, but at a higher ...however it works out, at a higher rate. It would still be one week during that coming around the second year deposited in my account every single month and after two years, and then it goes up. The accrual rate goes up. So, you get deposited little bits every single month, but the first year you can't even touch it.

**David Austin:** Correct.

**Pamela Perondi:** Okay. So we.

**George Campbell:** That's my understanding of the state system.

**Pamela Perondi:** And we just need to divide out the 5 days over 12 months to see how it gets deposited on their pay check stubs.

**David Austin:** But it is not actually available to them.

**Pamela Perondi:** Correct. For one year. Then after that one year, their starting to accumulate more for the upcoming year they can use. It is being deposited, because over the span of that year, they are getting another whole week.

**David Austin:** Correct.

**Pamela Perondi:** Okay. Then after the 2nd anniversary date, it goes up a little bit to become two weeks.

**David Austin:** Correct.

**Mireille Alfa:** Do they have to take it? Because they cannot just accumulate it from year to year.

**David Austin:** No.

**Pamela Perondi:** No, according to the state guide lines, they have to...how much is it?

**George Campbell:** 240 hours.

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**Pamela Perondi:** 240 hours, they loose it. So, after...and they have a cut-off date.

**George Campbell:** But you can go higher than that.

**David Austin:** No, let's stick with the 240.

**Pamela Perondi:** I am talking about loosing it.

**David Austin:** They can accrue up to the amount and anything more they loose.

**Pamela Perondi:** So, they are forced to take...you are getting three weeks a year and you never take it, you...

**David Austin:** It really wouldn't affect you guys.

**Mireille Alfa:** You have to take it.

**George Campbell:** It's called use it or loose it.

**David Austin:** Yes.

**George Campbell:** Once you have 240 on December 31st of the year...

**David Austin:** You cannot accrue more than that.

**George Campbell:** Well, You just loose it.

**David Austin:** Okay. So, can you read that...

**Pamela Perondi:** So the changeover would be if your making three weeks a year, we need to set a date and you're going to get what you already got in the little bank and since you're over the 5 year policy, so you are going to get three weeks a year. We are going to divide that out by how many days that is by the month and that's going to go into your bank account on a monthly basis. The three years, the three weeks, excuse me. So, it's not going to just all be there at once. Does that make sense?

**David Austin:** Yes. It will accumulate.

**E. Lavonne Lewis:** So, basically, we are saying is that during the first two years of employment, you will accumulate 1.66 hours per pay period?

**David Austin:** Correct.

**E. Lavonne Lewis:** During the first two years of employment, that amounts to a week a year.

**David Austin:** No. The first year...the 2nd year, you would accumulate two weeks.

**Pamela Perondi:** But from one year to two years, it's one week.

**David Austin:** Correct.

**E. Lavonne Lewis:** So, after year one, and you're saying that you're going to accumulate 1.66 hours per pay period. You're two through the end of year 5, your going to accumulate 3.33 hours per pay period. That's getting paid 24 pay periods per year and then you're saying that after year 5, at the start of year 6, okay, and then you would accumulate 5 hours per pay period.

**Pamela Perondi:** and Lavonne, you are going to start accumulating the day you work, the first day.

**E. Lavonne Lewis:** The very first pay period, you are on board and you are going to accumulate...and this should be something that should be in the payroll system that would be automatically or they should be able to look at the years and automatically make that adjustment, after you have finished your anniversary date the first time.

**George Campbell:** On your check stub there is a running total...

**E. Lavonne Lewis:** There should be a running total on your check stub.

**Gloria Alexander:** Right next to that Pam, where it says 120 hours or three weeks. This is in our policy, or three weeks will accumulate on the anniversary of hire after complete of one full year. It should be the 5th year.

**Pamela Perondi** No, it should be completing the 6th. : She made a mistake because...

**E. Lavonne Lewis:** After completing 6 full years.

**Pamela Perondi:** 6 full years. She had made an error and I had been so kind to point that out a long time ago, but we never got it revised. Then, seeing as it says, no annual leave will accumulate for part-time and no more than 30 days or 240 hours will be allowed to accumulate. So, we have already got that in like George Campbell talked about. That means use it or loose it. Now, so my motion is from the date of hire, until the first anniversary date, you will accumulate hours based on the number she factored out .....

**David Austin:** In which she'll recheck

**Pamela Perondi:** In which she will re-check. But they will not be for use until the anniversary date of one year. Then it will continue the same until the anniversary of the 2nd year and then it will go up to two weeks of vacation.

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**E. Lavonne Lewis:** No, that's not what they just...

**Pamela Perondi:** After the 2nd year, it will accumulate after on a higher rate.

**David Austin:** They will accrue two weeks during the 2nd year, but it is not available until after the completion of on the 2nd year is what you're saying.

**Pamela Perondi:** Right. After the 2nd anniversary, it will accrue at a little bit higher rate that it works out to be. Two weeks.

**George Campbell:** The accrual rate.

**David Austin:** So, actually Pam, what it is, is that the first year you are accruing a week at the anniversary date. The 2nd year, during that 2nd year, you accrue two weeks, but it is not available till after your 2nd anniversary date.

**Pamela Perondi:** Now, you are still accruing at the same rate.

**David Austin:** You are accruing two weeks at a higher rate. It's not available until after the 2nd anniversary date. Suggestion, okay, that we are making all these comments, we need it in complete written form before we vote on it. I will look at it. So, Amarillys, you listen to what's and then present it to us at the next board meeting.

**Pamela Perondi:** We cannot agree on it tonight.

**David Austin:** Well, you know what...it's not agreeing that's a little confusing, because we are not seeing it in writing.

**Pamela Perondi:** Right.

**Kara Lamb:** Why are we changing it? Is it not working as it is?

**David Austin:** To go to state policy and this was not done properly. So, we know how we're going to handle the vacation. We know overtime pay, we just discussed is time and ½ only for non-supervisory positions.

**E. Lavonne Lewis:** I need some clarification on the overtime pay as to how it gets approved.

**David Austin:** The supervisor.

**E. Lavonne Lewis:** Who is the supervisor?

**Pamela Perondi:** I think it needs to be executive director and if we don't have one yet, then...

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**David Austin:** Is the office manager...

**Mireille Alfa:** The board should approve it.

**E. Lavonne Lewis:** No the board can't approve it.

**David Austin:** That is to micromanaging. I am sorry, but can't...I am not going to take a phone call, can I stay an extra hour?

**Pamela Perondi:** I think it needs to be an executive director decision and if Mary Jo thinks the inspectors need to have overtime, then she needs to go to the executive director and say our staff needs to work more hours.

**E. Lavonne Lewis:** I agree with that.

**David Austin:** I disagree with that. I think Mary Jo needs to be able to make that decision. She is the supervisor.

**E. Lavonne Lewis:** I do not agree with that. I think that should be...

**David Austin:** Well, let's make a motion and take a vote on it then. Then we have to make a motion to take a vote on it and that will be...I make a motion that the immediate supervisor is the one who decides to get overtime.

**Gloria Alexander:** I second.

**David Austin:** Is there any further discussion on that?

**Pamela Perondi:** I think that we have two supervisors right? We have an office manager and we have an inspector. Two supervisors.

**David Austin:** Well, she shouldn't... well here, we make the motion...this has to be a discussion...

**Pamela Perondi:** We have to have a second before we can...

**David Austin:** We already have a second.

**Pamela Perondi:** Now we can discuss it. So, we are discussing it.

**David Austin:** Alright. But you're just saying what we just said.

**Pamela Perondi:** Well, I am saying that we two supervisors that can make that decision right?

**David Austin:** Correct.

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**Pamela Perondi:** Then I think it needs to be an executive decision.

**David Austin:** Well, I feel that the immediate supervisor can make that decision and that's what...My motion was that Mary Jo does not have to go at this point to Amarillys or if we have an executive director, to go to the executive director.

**Mireille Alfa:** Yes, she should.

**E. Lavonne Lewis:** I agree with you.

**David Austin:** I feel....because it is too micromanaging.

**E. Lavonne Lewis:** It's a small office.

**Mireille Alfa:** It's a small office.

**David Austin:** It's not micromanaging

**David Austin:** Let's just vote on it.

**Board Members:** discussing whether a Supervisor should have to go to the Executive Director for an approval on overtime or if the supervisor can make that decision on their own.

**Mary Grady:** You know what? To make things simple, that is usually what I do anyway. Like they said it is a small office and we run things by each other.

**David Austin:** But, if Amarillys isn't there, then what do you do? She goes ahead and does it, but then technically...

**Mary Grady:** No, I don't. I call you or speak with Gloria Alexander, you know, one of the board members.

**David Austin:** But you should have that right to make that decision. You have been there long enough and you are a supervisor. If you feel...they have never turned you down.

**Mary Grady:** True.

**David Austin:** Okay. So, I made a motion to allow the immediate supervisor to be able to make that decision and Gloria Alexander seconded it. All in favor of allowing that, say, "I."

**All:** Aye

**David Austin:** And will have to go with hands? Who is opposed to it?

**David Austin:** Sorry.

**David Austin:** Okay. 4 to 3. It's passed. The immediate supervisor will make that you've never asked decision and yes, you we always asked in the past when you have to ...you never have asked for unreasonable and I think it is silly for you to have to....if you feel the need to work an extra hour and if they are out in the field and they need to handle that's extra thing. Let them call you, then you do not have to start calling somebody else.

**Motion carried.**

**Pamela Perondi:** I want to know what comp time is and who gets comp time and how is comp time paid?

**David Austin:** Let's discuss that right now. Comp time does not get paid. It's comp time.

**George Campbell:** It's on page three here.

**Gloria Alexander:** Yes, and look in the board policy

**David Austin:** Comp time does not get paid. Comp time is where you work an extra couple of hours and take a couple of hours off somewhere else. Comp time is not paid.

**Pamela Perondi:** Okay. So, what you're saying is that overtime or comp time must be used or paid in full by the end of the fiscal year. Now, she put that in....

**David Austin:** She wrote that in there.

**Pamela Perondi:** That has never been approved.

**David Austin:** Approved. Nope. It has never been approved.

**Pamela Perondi:** So, David, does comp time, if you work an hour do you get an hour or do you get a 1 ½ hours?

**David Austin:** You get an hour. Time for time. Time for time and what I would like to do is set a limit of comp time to like 40 hours. You can't accumulate more than 40 hours of comp time.

**George Campbell:** I suggest a separate category. Let's have overtime that's some paid and then let's have comp time...

**David Austin:** Overtime is paid. Comp time is completely separate.

**George Campbell:** So, why don't we have another bold and title here?

**Pamela Perondi:** Because she has got it all under overtime.

**David Austin:** Right. It was done for a certain personal purposes to play with the law.

**E. Lavonne Lewis:** Right.

**George Campbell:** Just to make it absolutely clear to hold a different category. Let's have another bold underline word called "compensatory time." Right at the beginning of paragraph two.

**David Austin:** I feel comp time should have to be approved by a board member.

**Pamela Perondi:** Why?

**David Austin:** Because that's....

**E. Lavonne Lewis:** You don't have overtime that's going to be approved.

**David Austin:** Because comp time is coming from your executives.

**Gloria Alexander:** Yes, your supervisor.

**E. Lavonne Lewis:** Why?

**David Austin:** Because they are the ones that get the comp time.

**Pamela Perondi:** Who gets comp....you mean the supervisors are getting the comp time?

**David Austin:** Yes. The other people don't get comp time. They get overtime.

**Pamela Perondi:** So, what you are saying is this other person could get comp time. Because see to my knowledge, they didn't get comp time, they didn't get overtime, they just....

**David Austin:** So, are we just like not going to have it? We can do that too.

**George Campbell:** Wait a minute. Your ordinary salaried people could have overtime and compensatory time one's paid and one's not paid.

**David Austin:** Depending on what they want to... okay.

**David Austin:** Please don't everybody talk at once.



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**George Campbell:** Your executive staff people, you might limit them to maybe just paid or maybe have them both paid and unpaid comp time, but you can have one employee getting all kinds.

**David Austin:** Amarillys...

**Amarillys Zayas:** I have a question. I just wanted to be real clear on it, because when I had to do the minutes, I had to do it on a weekend, but I cannot do it during the week, because it is too busy in the office for me to just to stop and to just type minutes. You know, so, I wanted to be clear if I don't get compensated for it, I just want to know. You know, I don't want to have it on the books. You know, if it needs to be approved. I want it to know, because, now that I know that the minutes don't have to be word for word, then it probably won't take that long, but you can't just sit in an office and close your door and type minutes, because that's unfair to the staff. I just wanted to be clear on it.

**David Austin:** That's what we are trying to justify whether she will be able to take a couple of hours off to balance it out, but that's a case where she is the office manager right now and she doesn't have an immediate supervisor above her and she would have to come to a board member and say, hey, I am doing these extra 5 hours, can I put as comp time? Can I take 5 hours off one day or....

**Pamela Perondi:** I have to go backwards because it is interesting, because we just approved overtime and I remember in the last meeting that we said no overtime at all.

**David Austin:** Overtime is not comp time.

**Pamela Perondi:** I know, but we had all said that there should be no overtime at all unless that we and we had said, that we don't...

**Mary Grady:** That's the only time I ever get.

**Pamela Perondi:** Right. But, I can see that we are going to go down slippery slope real soon and we don't have....and you know, we have work overload, we have staff missing and of a sudden now supervisors are making a decision that you know, maybe people need to work more. You know, there's all...

**David Austin:** We are not going back on that Pam, because that was already discussed item. If we don't want to do comp time, we can eliminate the comp time for any kind of management, but the other one has been motioned and carried, because there are times when it is needed. So, we are going to....it's already been done. It's already been voted on and the motion has passed.

**Pamela Perondi:** I am sorry.

**David Austin:** I don't see a slippery slope coming, unless you don't trust Mary Jo.

**Pamela Perondi:** That's not what I am saying.

**David Austin:** That's what it sounds like.

**Pamela Perondi:** That has nothing to do with it. David, we already went down this re: July 28th of last year.

**E. Lavonne Lewis:** and I don't think that establishing policies has anything to do with trusting people or not trusting them. It is...what kind of policies you put in place for operation depending on whoever is here. It doesn't have anything to do with the person that's there.

**David Austin:** Well, it sounds like it.

**E. Lavonne Lewis:** Well, I don't think so. It didn't sound like that to me.

**David Austin:** Then we will agree to disagree?

**E. Lavonne Lewis:** We are talking about policies and procedures and you are not developing policies and procedures for the particular person who is in the job now. What happens when you get somebody else?

**David Austin:** You have to have management you trust. You don't have management you trust to make decisions. You don't have them in place.

**Pamela Perondi:** No, you have to have formal polices, so that whoever you plug in, they follow the format...

**David Austin:** Absolutely. Okay, so tell you what. Do you guys want to make a motion to that we have no comp time for supervisors?

**Pamela Perondi:** No, that's not what I am saying.

**E. Lavonne Lewis:** I don't think anyone wants to make that motion.

**Kara Lamb:** If they have to work that much extra, then they should.

**David Austin:** Okay, But they need to understand is that there is a difference between comp time and overtime. Comp time is not paid under any circumstances.

**Amarillys Zayas:** Hour for hour.

**David Austin:** I feel we need to limit it. You cannot have more than built up 40 hours of comp time.

**Pamela Perondi:** Do you want it to flow over to the following year?

**David Austin:** No.

**Gloria Alexander:** No

**Pamela Perondi:** Alright.

**David Austin:** During that year, you guys....so if you need to take a few days off, you take your few days.

**Gloria Alexander:** Right. So,

**David Austin:** During quiet times, if you think you need to go to a doctor's appointment, you take it. You know, if you need a personal day, you can take it.

**Pamela Perondi:** Who approves the comp time?

**Kara Lamb:** The board would have to.

**David Austin:** The board would have to.

**Kara Lamb:** It would be board supervisors.

**David Austin:** That's right.

**Pamela Perondi:** The only persons you are saying that could take the comp time are the people that are not eligible for the overtime.

**David Austin:** Correct.

**Gloria Alexander:** Correct.

**David Austin:** Unless we want to allow for people who also can get overtime for regular staff members to be given comp time instead of overtime.

**Kara Lamb:** Yes, but then they should be able to pick.

**E. Lavonne Lewis:** I don't think so.

**David Austin:** I think that we should leave them with overtime and supervisors comp time. It makes it clearer, because there is a definite line and there is no confusion.

**Pamela Perondi:** What I would rather see is the people that can't, let me just phrase this...develop my thought out. The people that can get the overtime and you said at time and ½ instead of paying them out to cash, I would rather seem them accumulate comp time at time and ½ and take time off.

**Kara Lamb:** What's the difference.

**David Austin:** I don't agree.

**E. Lavonne Lewis:** I think that starts to get you in trouble with the standards stands. Non-supervisory people who work overtime shall get paid.

**David Austin:** Lavonne's correct.

**E. Lavonne Lewis:** State labor laws also say that if you work more than 40 hours...work now, not if you work 4 days and take sick leave one day and then work on Saturday, you will get paid at regular time.

**Gloria Alexander:** Right

**David Austin:** Lavonne's right on that subject.

**E. Lavonne Lewis:** I think what we would want to say, what I hear you all saying is that compensatory time off shall be granted to supervisors who work more than 40 hours during a particular week. Compensatory time must be used by the end of the...and to say the end of the year, in which they've accumulated. You know. It would be difficult if they accumulated in December. So, you may want to say, "Must be used within 6 months of accumulation.

**David Austin:** We can do that.

**Pamela Perondi:** That's good.

**E. Lavonne Lewis:** Okay.

**David Austin:** Perfect. No more than 40 hours...

**E. Lavonne Lewis:** and no more than 40 hours you accumulated during any 6 months period.

**David Austin:** Would you like to make a motion on that?

**E. Lavonne Lewis:** Okay.

**David Austin:** Because you said it beautifully.

**E. Lavonne Lewis:** I move that the policy reads that compensatory time off shall be granted to supervisors with the approval of the board chair.

**David Austin:** and if not the board chair available?

**E. Lavonne Lewis:** or vise chair for work in excess of 40 hours per week during any one week. Okay. Compensatory time must be used by the end of 6 months in which it is accumulated. There will be no pay at termination for comp time. That's the motion.

**Pamela Perondi:** for end of year or 6 months....?

**E. Lavonne Lewis:** No pay ever for comp time.

**Gloria Alexander:** I second.

**David Austin:** Motion made by E. Lavonne Lewis

**David Austin:** For the record that compensatory time will be paid to supervisors upon approval, shall be granted the time upon approval of the chair, not available the chair, the vise chair, not available the vise chair obviously, the next down would be secretary treasurer, not available, another board member. Never to be taken as pay, only as time, not to be accumulated more than 40 hours, must be taken within 6 months of that time. Second it, Gloria Alexander ... All in favor?

**All:** Aye

**David Austin:** Any opposed?

**Pamela Perondi:** How about from January to June and then June to December?

**E. Lavonne Lewis:** Well, there you run into problems, if they accumulate it in May.

**David Austin:** Yes, just whenever they start it.

**E. Lavonne Lewis:** For only 6 months. It needs to be put into the system and you have a rolling 6 months and you accumulated in May, you have to take it by November. If you accumulated it in June, you have to take it by December. It's just a rolling 6 months.

**Pamela Perondi:** Just out of curiosity, what happens if they did only a little bit during the whole 6 months?

**E. Lavonne Lewis:** That's okay.

**Pamela Perondi:** Okay.

**E. Lavonne Lewis:** As long as they are keeping track, they have to use first in, first out. If you accumulate 5 hours, then you take two hours and then you accumulate 6 hours, the two hours comes from the 5. You have to keep a rolling 6 months and you need to keep track.

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**David Austin:** Okay. Now back on this. We also have sick leave on here.

**Gloria Alexander:** What's happening with sick leave?

**George Campbell:** What's the problem with sick leave?

**Pamela Perondi:** Sick leave is accumulated on the first day of each month of full-time employment after any initial probationary period. Sick leave shall be accumulated at one day per month up to a maximum of 60 days. Part-time employees do not accumulate sick leave. Sick may be used by an employee who is absent because of illness or seeking medical services, death or illness of an immediate family member. Immediate family member is defined as spouse, parent, child, sibling or other person including step family or someone living in the same house. The use of sick time for extended family or friends will be on a case by case basis only.

**David Austin:** I don't see a problem with that.

**Pamela Perondi:** Well, one day a month.

**David Austin:** A lot of days.

**Pamela Perondi:** That's 12 days a year.

**David Austin:** Don't most companies do 8 days a year?

**Gloria Alexander:** What does the state give for sick leave?

**David Austin:** You guys don't use that much sick leave do you?

**E. Lavonne Lewis:** Right here. Here it is...

**David Austin:** Well, there is also a family leave act.

Mary Grady: We use to always be allowed to buy out sic leave that would entice everybody to come to work and that gave you something to look forward to.

**David Austin:** But state, but it is not allowed by state. Let's leave it the way it is.

**E. Lavonne Lewis:** I think that we should accrue that just like we do the other leave and that would be 4 hours per pay period. That what people would get. 4 hours per pay period. If we change the wording to accrue they get 4 hours per pay period. That's a lot of days.

**David Austin:** So, go ahead and make a motion on that.

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**E. Lavonne Lewis:** I move that we change the sick leave accumulation to 4 hours per pay period as long as we are on the two pay period per month.

**Gloria Alexander:** I second.

**David Austin:** Motion hereby E. Lavonne Lewis: to amend our sick leave policy to 4 hours per pay period, based on a two pay period per month. A second by Gloria Alexander. Yes Pam...

**Pamela Perondi:** Can I do an addition to it? No to, but up to a maximum 60 days or 720 hours which is what we had in there...

**David Austin:** We are not changing that.

**Pamela Perondi:** and we are not to be paid out upon termination.

**E. Lavonne Lewis:** No.

**David Austin:** Okay, and so amended by Pamela Perondi to not to....can you repeat that?

**Pamela Perondi:** Not to up to a maximum of 60 days or 720 hours and not to be paid out upon....there will be no pay out at time of separation.

**David Austin:** All in favor?

**All:** Aye

**David Austin:** Any opposed? Okay. Now, the other...

**George Campbell:** Let's go one step further. How about possible buy out at the end of the year?

**E. Lavonne Lewis:** No.

**David Austin:** No. That's not in our policy. It's not in there and it wasn't in there to begin with so there is nothing to change. We did not allow it.

**George Campbell:** See that's a fundamental incentive to use to keep people at work.

**David Austin:** Well, we are limited, they cannot accrue more than...

**George Campbell:** What I am saying is there is a big difference to not pay a termination. That's one topic, but at the end of the year, if they haven't used their sick leave....

**David Austin:** It's like a bonus sort of..

**George Campbell:** Yes. It's a bonus for showing up.

**E. Lavonne Lewis:** Very few firms pay you...

**David Austin:** Does the state do it?

**Gloria Alexander:** You would keep 5 days?

**Mary Grady:** We always had to keep the 5 days. Right.

**George Campbell:** It varies.

**David Austin:** Kara, let the board recognize Kara.

**Kara Lamb:** We had a few people when we had employee that went on reviews that had like problems like attendance and everything, so I think that maybe that would be a good incentive for people to come to work.

**David Austin:** I think that....yes...okay. Alright. Do you want to make a motion to do that?

**Gloria Alexander:** I am stipulating the 5 days must be on the book.

**Kara Lamb:** I will make a motion to pay out sick leave as long as you have 5 days on the book annually.

**Gloria Alexander:** I second

**David Austin:** Okay. Motion made by Kara Lamb that annually, they can be paid out their accrued sick leave. Seconded by Gloria Alexander

**Pamela Perondi:** Not annual. You're talking about sick leave, not annual.

**Gloria Alexander:** Yes, sick leave.

**David Austin:** Sick leave annually you will get it as long as you leave 5 days on the book. Seconded by Gloria Alexander. Is there any confusion on that?

**E. Lavonne Lewis:** Yes, I am confused. Are you saying that you have to leave 5 days annual leave on the books? And then the second thing...You certainly need to revise your budget, because you are now going to be paying everybody an additional 12 days

**David Austin:** It's been done in the past the budget's been ok for that.



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**George Campbell:** Let's here the voice of history here.

**Mary Grady:** In the past, the way that we were doing it was that you had to keep 5 days on the books, but in December, we were able to buy out anything above and beyond the 5 days. Some might have had one or two days, somebody had 5 or 6. It always kind of gave everybody the incentive to come to work. They call in sick just because they could accumulated a day at the first of the month, now the 2nd of the month call in sick, because I just got my day built up.

**Pamela Perondi:** How many days were you getting?

**Mary Grady:** Twelve. One day per month. We always had to keep 5 sick days on the books.

**E. Lavonne Lewis:** So, it is 5 sick days on the books.

**David Austin:** If you can't get it, at least keep the 5. So, is there a motion done by Kara to...at the end of the year is the incentive they can collect pay for sick leave that they have accumulated, except they have to keep 5 days on the books. Seconded by Gloria Alexander. All in favor of the incentive?

**Board Members:** Aye

**David Austin:** Any opposed.

**Pamela Perondi:** Aye

**David Austin:** Motion Carried one oppose

**E. Lavonne Lewis:** and 1 abstention I didn't vote

**David Austin:** Okay. Longevity pay.

**Pamela Perondi:** That's been working well. We are with the state.

**David Austin:** Yep. So, we are going to go ahead and not change it?

**Pamela Perondi:** I wouldn't.

**David Austin:** There is no action to take there.

**E. Lavonne Lewis:** Amarillys, do you have a question?

**Amarillys Zayas:** I clarification on that. In the space that is in there, I put a tab on it. It's a semi-annual, so that means that they get paid twice a year? Is that correct?

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**Pamela Perondi:** July and December.

**Amarillys Zayas:** Okay. I just wanted to make sure that is correct.

**E. Lavonne Lewis:** What do they get?

**David Austin:** It's the state's policy of longevity pay. They get a little bonus the longer they are working for the state. The longer they stay on the job.

**George Campbell:** Is that like a 100% or something?

**Amarillys Zayas:** Yes, for 8 years you get \$75.00. For 9 years you get \$100.00.

**David Austin:** Here are the flat rates right here.

**Pamela Perondi:** It's right here. After 8 years of continuous service.

**David Austin:** You get \$75.00 after 6 months.

**Pamela Perondi:** To a maximum of \$275.00 per 6 months.

**David Austin:** Semi-Annual after they've worked for 8 years. Every 6 months, they get \$75.00 per

**Pamela Perondi:** No, it's more than that. If they work 30 more or years, they get \$1,175.00 semi-annual.

**David Austin:** So, there is no motion to be made on this. Just leave it be.

**Pamela Perondi:** I think just the motion would be to continue to follow it exactly as we have been doing it.

**David Austin:** Alright. Is there a second?

**Gloria Alexander:** I second.

**David Austin:** Motion made by Pamela Perondi to leave the longevity pay as the way the state has been doing it. Second by Gloria Alexander. All in favor? After 8 years, they get \$75.00 bonus for staying for 8 years.

**Mireille Alfa:** I only have one question about the vacation. Even if they don't take vacation, if they worked that vacation, they still get paid for it.

**David Austin:** No, they have to take it.

**Mireille Alfa:** Okay. I just wanted to make sure.

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**David Austin:** They can carry it over, but they can accumulate only so much. After a point, they lose it.

**Mireille Alfa:** Okay.

**George Campbell:** 140 hours, the max.

**David Austin:** So, if you don't 240 another year, you don't get anymore. That's it. You don't keep building it up. Okay. So, we had a motion made...

**Pamela Perondi:** Can you tell me when the pay days are and did we revert them back to what they used to be?

**Gloria Alexander:** Yes. Two weeks. I mean twice a month.

**Pamela Perondi:** So it's twice a month. On what day?

**Amarillys Zayas:** On the 1st and the 15th. Okay. So, that 15th falls on a weekend, then pay day is the following Monday.

**Pamela Perondi:** So, if it's not it's a Saturday, it's Friday, if it's a Sunday, it's a Monday.

**Amarillys Zayas:** Yes. If it's not it's a Saturday, it's Friday, if it's a Sunday, it's a Monday.

**Pamela Perondi:** Okay. Great.

**David Austin:** Okay. Go ahead and make that motion Pam. I am sorry. I don't know if it's necessary.

**Pamela Perondi:** On the pay days?

**David Austin:** We're not changing anything. Do we need...?

**Pamela Perondi:** Well, we reinstated the pay days to be the 1st and the 15th.

**David Austin:** No, that's not the motion. The motion about continuing what we have been doing with the longevity.

**Gloria Alexander:** You made the motion and I seconded it.

**David Austin:** Motion made by Pamela Perondi to continue with the longevity pay...yes...

**Pamela Perondi:** No, keep going.

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**David Austin:** Seconded by Gloria Alexander. Do you have a question?

**Mireille Alfa:** I have a question. It says in here when you have completed 8 years, is that 8 years complete without vacation, without sick days.

**David Austin:** No, no. That's with 8 years employment.

**Pamela Perondi:** Continuous employment.

**David Austin:** All in favor?

**All:** Aye

**David Austin:** Any opposed? Okay. That's granted. I am going to just by pass looking at the paper for a minute. I want to go to staff bonuses for a minute.

**Pamela Perondi:** Are we done with the handbook.

**David Austin:** Yes, we got through all that. The annual, sick leave, overtime, longevity pay. That's what's on here.

**Pamela Perondi:** Okay.

**David Austin:** Staff bonuses, #15. Chris Mulnar from the Governor's office said we are not allowed to pay bonuses. Okay. It should have never been offered. It's against state policy and I am sorry guys. Okay. Wish we could. I know in the past when the old executive director used to pay out bonuses and stuff and when the governor's office found out about it, it was so it's on the agenda, but we can't. I don't see a problem every so often, catering a lunch in or something nice like that, but we can't pay bonuses. I don't there is any discussion on this. We can't. We just can't. There is no...

**Mireille Alfa:** Who put it on in the first place? We never had it.

**E. Lavonne Lewis:** We talked about it last meeting.

**David Austin:** Some of you guys were not on the board when that came up. It was a big deal.

**Pamela Perondi:** That was a big deal probably one of the reasons why, the old executive....

**David Austin:** Director left. She was livid. That it was questioned by a few board members. We weren't even questioned. It just happened to be mentioned to the governor's office about the question about the typical, and they go what! So, okay. Now, paper stock, the licensing.

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**Mireille Alfa:** What number are you on?

**David Austin:** I am going back up to #14.

**Amarillys Zayas:** I can't make copies of these because.....

**Mireille Alfa:** We saw those last time while we were in Reno.

**David Austin:** In the past there is a duplicate piece on the back, where they could mail in the renewal. Are we going back to doing that?

**Agnes Orozco:** We should.

**Mary Grady:** I don't know. Basically, what I thought when we went onto the computer. Everything was going to be done through the computer and they would get their renewal.

**David Austin:** Will they get a mailer?

**E. Lavonne Lewis:** Yes.

**David Austin:** Oh, so we get a mailers. That's fine.

**Amarillys Zayas:** Because the licenses now can be copied on this paper right here, if you try to make a copy, it will say void on it and they won't be able to make copies.

**David Austin:** These are nice. Remember we have to have the correct numbers on these this time?

**Gloria Alexander:** Yes

**Amarillys Zayas:** He did say whatever you wanted on there. Just give him a specification, Mike at state purchasing said we need to let him know ahead of time

**David Austin:** You know what? That's the Clark County Business License on the exact same form, papers.

**Agnes Orozco:** So is mine.

**Pamela Perondi:** What did he say?

**Amarillys Zayas:** He said that we have to let him know ahead of time, because they are having a hard time getting the papers in. They are like falling behind. So, if you want to order the security paper, they need to know ahead of time, so they can put in the work order, so we will have it in time for renewal. If you agree on it.

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**Pamela Perondi:** What I would like to see this time, is when you get it all in print, bring it in for board approval.

**Amarillys Zayas:** A demo copy?

**Pamela Perondi:** Absolutely, so that we can see that it's got everything on it that we need. I never saw this until it was sent out.

**David Austin:** None of us did and we all need to approve the final.

**Amarillys Zayas:** Mike says that they always send a draft copy to see if you want to make any changes on it or anything.

**David Austin:** Great. Then we can all see it.

**Pamela Perondi:** Just make sure that it gets on the agenda and it gets to us.

**David Austin:** either October or January. They were here again in January, so either one. Whenever you can get them to us.

**Pamela Perondi:** So, what were giving her right now is the approval to order this paper.

**David Austin:** Is everybody okay with this paper? Do you have a question on it?

**E. Lavonne Lewis:** I don't have a question on the paper, but I do have a question on the process because in October we are also going to be getting a proposal from G.L. Suites and I am not sure what that OCR project includes totally. You know, it's where the people send in the information and then put it into the computer and then the computer spits out the license and it could be on this paper, but there was also some discussion, I thought among the board at some point about issuing laminated license to our licensees going forward in a card form. I thought that's what all you were talking about.

**Amarillys Zayas:** I am sorry; I don't mean to interrupt, but Bill Mosley who is the President of G.L. Suite that is part of his presentation. He is going to bring everything to see if the board agrees to all the things that he has proposed for us for renewal.

**Gloria Alexander:** Okay. So, after he does his presentation, and then we agree that we wanted to go with card now we have already ordered this paper...

**Amarillys Zayas:** No, no, no, we are not going to order it. What I am going to have him do is give up a sample with our information on it and then you have both of them and you can decide...

**David Austin:** Can we do it by October?

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**Pamela Perondi:** G.L. Suites is going to do a presentation in October?

**Gloria Alexander:** Yes

**E. Lavonne Lewis:** That's what I understand from the last meeting.

**David Austin:** So, this technically, no decision can be made, because we have to wait to see the paper.

**E. Lavonne Lewis:** With our information on it.

**David Austin:** Okay.

**Pamela Perondi:** So, what are we saying? We will just wait for October?

**David Austin:** We have to wait to see the final is going to look and then decide what we want to do. Between that and the card, does anybody want to take 10 minutes?

**Pamela Perondi:** Why don't we just skip lunch and continue?

**David Austin:** I'm fine; we only have a couple more items. We can be done in a half an hour, or hour.

**Pamela Perondi:** Okay.

**David Austin:** You guys should be happy. You will get a full day then.

**Pamela Perondi:** Is that okay with you George Campbell:.

**George Campbell:** That's okay with me. I'm okay with anything.

**Pamela Perondi:** You're easy. I know what they say about you. You're easy.

**George Campbell:** You can say that if you want to.

**David Austin:** Who is missing student wise?

**David Austin:** I will just leave this here a few minutes and have both you guys sign and make sure that you got full credit. Okay, #16. Discussion and possible action of approving payments and reimbursements of board members expenses and per diem.

**Pamela Perondi:** That is an agenda item that I had requested to have as a continuing for every board meeting, just so we know what it is costing our board and not that we need to approve, but so that we all are on the same page and we know what we are doing.

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**David Austin:** So, we got like a report of a breakdown of every other meeting?

**Pamela Perondi:** Yes.

**David Austin:** Okay. So, however we do that, just do that. Just do an expense sheet every month and it will be part of our agenda packet.

**Pamela Perondi:** If I go down there, then you would know what I have spent, what it's costing the board. I know that E. Lavonne Lewis and Gloria Alexander have to be in there a lot and I just think as a whole, that we all need to know what's going on.

**David Austin:** Well Lavonne is not in there a lot.

**Pamela Perondi:** Well, maybe Lavonne ...

**David Austin:** No, she helped do the budget

**E. Lavonne Lewis:** I go in a couple a times a week. Sometimes. Lately, I haven't been there.

**David Austin:** So, is Gloria Alexander it states in our statute as secretary treasurer does need to be in there a bit and unfortunately, when there is a little turmoil, the last deputy executive director was bitching about it when Gloria Alexander wasn't there. That's when all that little funny money stuff happened when she wasn't there watching.

**Pamela Perondi:** Let's just have a report.

**David Austin:** Kara you have something on that

**Kara Lamb:** I notice with this, we got paid a prep day, a travel day and 4 hour board meeting. This particular meeting, especially, I don't see why we got paid for prep day, and travel day.

**David Austin:** Pam, you're the one that wanted the extra day.

**Pamela Perondi:** What I had thought was that the prep day, if you are traveling, the prep day was your travel day. Right? So, see it all works out the same. So, in other words, you got an addition besides the travel date, you got a prep day.

**Gloria Alexander:** It became.....I'm sorry but Amarillys is not here, but it became very confusing for us where your travel day was your prep day and then somebody came back to me and said no, it your travel day is not your prep day.

**David Austin:** Pam you said it wasn't fair that I, in Las Vegas got a prep day, but I did not have to travel and you had to travel, so we should have an extra day.



**Pamela Perondi:** Okay.

**David Austin:** That's where all that came from.

**Pamela Perondi:** Lets all decide how we are going to do it.

**E. Lavonne Lewis:** I think your travel day and your prep day should be the same.

**Kara Lamb:** I do too.

**E. Lavonne Lewis:** I mean, you don't spend more than an hour, maybe two hours getting to the airport.....I just think that your travel day and your prep day should be the same and if you get a prep day and you're in Las Vegas, you have to prepare. If the meeting is in Las Vegas. If you're up here, you have to prepare. So, I think your prep day and your travel day could be the same.

**David Austin:** So, we should reimburse the board back, or just not do it in the future.

**E. Lavonne Lewis:** Just don't do it next time.

**David Austin:** Just leave it be and then in the future, no longer do that.

**Gloria Alexander:** Okay, well let me get a clear understanding as to how we are going to do this now. If, let's say we are traveling to Reno, I travel up on Sunday, board meeting is on Monday. I get paid for my travel day on Sunday, which is also my prep day. So, technically, I would get \$212. \$106 is the total amount of salary for one day.

**E. Lavonne Lewis:** That's what you get.

**Gloria Alexander:** Okay. Now, if the meeting is held in Las Vegas, I would receive one full day of \$106.00 and \$80.00 for prep day.

**E. Lavonne Lewis:** I don't think you get a per diem if the board meeting is in your city. Personally.

**Pamela Perondi:** For a prep day..

**Gloria Alexander:** Per Diem is never included with prep day. You only get \$80.00 and \$106.

**David Austin:** But the traveling person would get the per deem. So, did you understand that Amarillys? So, you no longer get that extra traveling. So, that was just new anyway.

**E. Lavonne Lewis:** That's my suggestion. We didn't make a motion to that.

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**Pamela Perondi:** I think that's a good idea. So, if you're traveling, that is your prep date. If you're not traveling, you still get a prep day, but not per diem.

**David Austin:** So, you want to make a motion?

**Pamela Perondi:** I make a motion that the way it's going to work is that if you're traveling, that's your prep day and you get per diem and then your board salary for whatever the next day is. If you're not traveling you get a prep day without per diem

**David Austin:** Seconded by....

**E. Lavonne Lewis:** Lavonne Lewis:

**David Austin:** Pamela Perondi made a motion that here on out, your travel date is your prep date, but you get your per diem, because it is a travel date. If it's in your city, you still get your prep date, but you don't get the per diem because you are not traveling. So, the travel day and the prep day are no longer two separate days. Also, Pam mentioned that she felt that we should have a...isn't in our financial statement already each month of our board members are getting paid out?

**Gloria Alexander:** The board salary that should be in your....

**Pamela Perondi:** Yeah, but that doesn't have any kind of...

**Gloria Alexander:** Let's clarify this. What you really want to know is what each board member is being paid in a one month period. Is that what you're actually asking?

**Pamela Perondi:** Don't you think so? Wouldn't it be nice to know that okay, I got a motor pool car and I don't know, it's up to you guys, I think that as a board we just need to see what we are all doing.

**Gloria Alexander:** Well, to me I haven't got a problem with it.

**David Austin:** You can call the office and request it.

**Gloria Alexander:** Right.

**David Austin:** I have never asked for what you're getting for your motor pool. I mean, that, it's not that I don't care, it's just that if I want to know, I can ask. I just don't feel should be looked at as an extra agenda item every month. It's not a big deal. Anybody can call the board office. You have a right to ask. Call up and say, what did David get? What was David paid out this month? Because those checks...you have every right to see whatever I was paid out.

**Gloria Alexander:** If there's something you want to know about me just pick up the phone and call me and ask me. I would be more than happy to provide you with that.

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**E. Lavonne Lewis:** It should be a record sheet that should be included in the financial statement.

**David Austin:** We can do that. A report sheet in the financial statement. Not a separate agenda item, but part of the financial statement. Would that be reasonable?

**E. Lavonne Lewis:** To be included in the financial statement.

**David Austin:** A breakdown of who is getting....

**Pamela Perondi:** What do you think Mireille?

**Mireille Alfa:** That's fine, but I like to know...Do we get mileage?

**Gloria Alexander:** Yes.

**Mireille Alfa:** I never applied for it.

**David Austin:** I never have either.

**Gloria Alexander:** I was here for 8 years and never applied for it

**Mireille Alfa:** If I need it, I will apply

**David Austin:** If you feel you want it, you will...

**E. Lavonne Lewis:** I hope it's for parking!

**Gloria Alexander:** Submit it on your expense sheet and it will be paid.

**Pamela Perondi:** When I park my car at the airport, I bring my receipt and I staple it to my claim form and I put down parking, because it is 64 miles round trip to the airport from my house and those are the only two expenses I have in addition to what has already been paid for.

**David Austin:** It will be part of the financial each month. So, we don't have to have a separate agenda item, but it will in the financial. It will be written there for everybody to see. Yes.

**Amarillys Zayas:** So, I want to be clear. So, I am going to be adding an extra sheet to the financial on what each and every board member has been paid for that month? I want to be clear.

**Mireille Alfa:** All on one sheet with the different names.

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**Amarillys Zayas:** Do you want it lit up my mileage per Diem....?

**David Austin:** That's a lot of figures.

**Pamela Perondi:** Sure it's a lot.

**Gloria Alexander:** I was just going to say, that every year that anybody that makes over \$6,000.00, you have to submit a sheet to the ethics committee. You have your audit. So, to me that should be sufficient, but I haven't got a problem with it if you want to put it in, but to me, it's a lot of extra work and it's not necessary, because anything that you want to know, all you have to do is ask and it will be given to you. I don't think, because what we put in this agenda is also...isn't it there for the public?

**Pamela Perondi:** Well, it could be a part of the financial statement. I think it's a good breakdown.

**Gloria Alexander:** What is the purpose of it? Because your financial report is going to tell you how your monies is spent.

**Pamela Perondi:** So, that we all know.

**Gloria Alexander:** It's in your financial reports, but actually for me, myself, I do an expense sheet and I also do a time sheet, so if you want to know the hours, the time. I also do a daily report of everything I do and I have no problem submitting that to anybody that wants it.

**David Austin:** Hold on. Tell Amarillys to come back in.

**Gloria Alexander:** and it's nothing that I take it to David to look at and to approve.

**Pamela Perondi:** Then how about if I make a motion and we will see how it carries out. I make a motion that in the financial statements that we just have a breakdown for whatever length of time that covers to the next meeting that it has a breakdown. The board's reimbursements.

**David Austin:** Pam, let me pronounce something. I am getting a feeling that Gloria Alexander is taking this a bit personally.

**Gloria Alexander:** I am trying to get pass that. We need to get pass this and move on.

**David Austin:** Pass that Pam, because there have been some issues between you two you not wanting her in the office and I think she's feeling....Correct me if I am wrong. I believe that Gloria Alexander is feeling like it is directed at her and that you want to know what she's getting paid for being in there. Because it has never come up before...

**Pamela Perondi:** Okay.

**David Austin:** I am not making any accusations. This is my perception. This is all. I am trying to clear the air here, so there is no...

**Pamela Perondi:** Okay.

**David Austin:** Please.....

**Pamela Perondi:** Okay, go ahead and develop your thought and then I will respond.

**David Austin:** That was my thought.

**Pamela Perondi:** My thinking is that position, and I am not saying Gloria Alexander has... it has worked into a full time job. How many days...ok you want to talk about it how many days a week are you in the office?

**Gloria Alexander:** It depends. 4 to 5, and I am glad you said that, because this is nothing new and you did not have a problem with it when Kay and Larry was with us. This is nothing new. From the time that this board decided that we would not have anymore pre-signed checks in that office, that was Mary's request. I was in that office three days a week and the executive secretary or the director or whoever is there, but basically going back to when Mary was there, I was there three days a week and every single day, 5 days a week. I spent three, two to three hours a day on the telephone with her. I did not get paid for that and I can verify that through telephone records and also through my clients in the office. If you want to know what I do when I am there, I have no problem with telling you. I have no problem with showing you, but see Pam to me you have, we have to get past this and we have to learn to do board business. I mean to have a problem with me being in the office. To have a problem with the way a board member dressed. That has nothing to do with us doing board business.

**Pam Perondi:** I don't know what you're talking about dress. My concern is that there is certain functions that a staff should be doing and there is certain functions....

**Gloria Alexander:** I am doing board business. Not staff.

**Kara Lamb:** Okay. We were on a personnel committee dealing with this exact thing and the reason we were on that committee was to deal with this problem, one of them specifically. As far as I know, we dealt with that. The staff, we talked with them and they never had a problem with her being in there. They find her helpful, so if we all dealt with this, why are we revisiting this?

**David Austin:** Pam, I am sorry to bring this up, but you did say to me on the phone that you did have a problem with her being in the office and you would rather pay somebody more money than have her in the office.

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**Pamela Perondi:** That's not...David, you just took that out of content. You said that we could put Gloria Alexander in charge of the testing.

**David Austin:** No, no, this was a couple of weeks ago.

**Pamela Perondi:** The way I feel is if Gloria Alexander... You know, we have internal controls. There is certain things, yes, that the secretary treasure's supposed to be doing.

**Gloria Alexander:** Daily.

**Pamela Perondi:** I don't that is Secretary of Treasurer's job to make our airplane arrangements. That's staff. I think her job to review our checks. That's staff's job to cut the checks. It's her job to sign the checks and make sure it's correct. It's not her to calculate it out and to figure it out.

**David Austin:** Excuse me. Let me clarify something. When those checks are brought in for my second signature, each one has a pile like this with documents. Those have to be researched. Do you know how long it would take me as a second signature, it would take me an entire day to read through and verify those statements those checks are being paid on. Somebody has to do it.

**Pamela Perondi:** I understand that.

**David Austin:** Amarillys, do you have anything to add to that?

**Amarillys Zayas:** Gloria Alexander does not add up the expense sheet. That's my job. That's what I do. Then I give it to her with a check on top and then she goes over it to make sure it is correct. But she does not tally up any of the expense sheets.

**Pamela Perondi:** Who does the travel.

**Amarillys Zayas:** I do the travel. You mean as far as scheduling the travel?

**Pamela Perondi:** Yes.

**Amarillys Zayas:** Gloria does, ever since I started, she has always done that.

**Pamela Perondi:** That's what I mean, that's not a board member's position to do the travel.

**Gloria Alexander:** The reason I do the travel Pam, is because we have one card. A Diner's Club Card and it's not a card, it's a letter and I am the authorized person to do that, so when I make your travel arrangement, I have to fax a copy of my signature, my driver's license to whatever hotel, whatever airline you are going to use and that's the only reason, I end up doing it, because I have my own driver's license. I am not going to give her my driver's license on my credit card. You know, I do... and you know what..

**Pamela Perondi:** The diner card used to go....like just say

**David Austin:** They won't accept it without a driver's license.

**Gloria Alexander:** Exactly, with my signature and my driver's license. It's in my name and ...

**Pamela Perondi:** We are able to change it out of Gloria Alexander's name..

**David Austin:** Eventually, it will. Hold on Mary Jo.

**Mary Grady:** I just have something to say as a staff person, we have been in such turmoil for the last couple of years and if it had not had been for Gloria Alexander being in the office helping us because, I was the inspector and I was doing the inspection job. I really did not know what all Mary and Johnny and Janie and that office staff really did. I mean, I know how the office runs, but as far as the budgets and financials and all that type of thing. Had it not been for Gloria Alexander, I really don't think this office would be running and functioning as good as it is right now. Now, we have been through a lot of ups and downs and we still got some more to go, but I know I personally depend on Gloria Alexander. She has helped out the office tremendously and I feel had she not be...because there's been no other board member and we always offered. Whoever wants to come into the office to help us figure out how to continue to function without an executive director, but nobody has chose to do that.

**Pamela Perondi:** Okay, let's say this. Starting from now, I see that when we hire an executive director, things are going to change, because that person needs to have the leeway to run that office as a professional administrator without the constant help of this board. Does that make sense? That's why were hiring an executive.

**David Austin:** However, any board member has a right to be in that office by the statutes.

**Gloria Alexander:** Your law says gives me the authority, which I do. I don't just do telephone, I mean make reservations. Like on Friday, we had a school Annie was out. We had two people out of the office. We had a school that called in a complaint. I am not going to get into it here, but the three of us had to go out to that school and if you ever go on inspections, you have to understand how long it takes to inspect a school, to audit every time card in there. This book gives me the right to do inspection and as far as you're testing the way it's going now, that is the job of this board. If we can delegate these things out, but when they are not being done right, then we as the board need to step in and take over and make sure that it is done right and right now your test is not being done right. You have got the industry out there complaining, you have schools complaining and it is the job of this board to make sure that this test be done right.

**Pamela Perondi:** That's why I did not vote for them.

**Gloria Alexander:** Well, you know what, it did not matter if it was Experior's or whether it was NIC. I would do the same thing if NIC wasn't performing right, then this board has a responsibility to make sure that your test is being given in the right way. But you see, the problem was that in the minutes here, when we first decided that we were going to have a testing center, it was said that a board member would proctor the test, by then it got to the point where nobody wanted to see a board member in the office, so you decided, well no, a board member won't be doing any testing. Now, your test is all out of control, because you haven't taken the time to monitor your test and to make sure that it was done properly. Every board member here, has a right to go in and monitor your test. You have a right to go into that office and see that things are being done properly. You cannot address to what's going on in the office, if you never come in and see what's going on.

**Pamela Perondi:** Well, if you went out on a call for a school, does that mean that you have to recluse yourself when it comes before us.

**Gloria Alexander:** No, it didn't because I monitored the time cards and it was a complaint. That is your job and my job to handle complaints that come from the school. That is your job as a board. Your book tells you that.

**Mary Grady:** We had several students in our front office and more were waiting outside and we had a serious situation and so, me, Susan and Gloria, thought it was proper to go to the school, because it was a very serious situation.

**David Austin:** I have been personally at the salon getting calls from three schools screaming about the examinations and what was going on and I pleaded with them to talk to the students, date, document and send letters.

**Gloria Alexander:** To collect letters from them...

**David Austin:** But, I am speaking, but what was commented on was that except for that glitch in the test, they said this is the best they have ever seen this office run in 10 years. That their complaints are being handled immediately. They are being responded to. So, whatever you guys are doing...

**Mireille Alfa:** Okay, according to the secretary treasurer's responsibility, I think you have it right here. I don't have to read it, but there is a lot of things that a secretary treasurer has to do. In order for her to do her job properly and efficiently, she has to be in the office. I don't how many days she has to be there, how many hours she has to be there, but whatever it means for her to be there to do her responsibilities and duties, she should be allowed to do however many hours she needs. How many hours do you usually take you to go over all this. This is a big responsibility.

**Gloria Alexander:** Actually, I want to say Mireille, that no matter how many hours I am in that board office, I can only get a \$106.00 per day. I am never in that board office. When I go in, I don't just go in there and sign checks and leave. I do whatever...right at



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the bottom, like you say, I don't have to read this, this to perform other duties as deemed necessary and appropriate. If David asked me to do something, I take care of that, if George asked me to do something, I take care of it, if Lavonne asks me to do something, I take care of it, but I give this board 8 to 10 hours per day when I am there.

**Mireille Alfa:** Right. I feel since Amarillys is new at this job and she is learning and everybody else needs your help, because she is probably the only one who knows every aspect of that office, because she has been there the longest. As long as they need her right now, I think it is okay to keep her, but like you said, but when we get the executive director, then she needs to step back and don't interfere with the office, just do her responsibilities and duties and let it be and that's it. For now, I think that we really need her in there. I cannot go. I am busy. I work 5 days a week. I love to go spend time with you guys, but I have no time. I am the sole provider for my family and I cannot go. I love to be in the office. I would like to learn everything they do. She probably has more time if she goes in a couple of hours. I think we are blessed to have her there, that she knows everything inside and out right now to help. They need help.

**Kara Lamb:** Isn't it an asset to have some kind of...

**David Austin:** The statutes allow for it. There is nothing in the statutes saying that she can't be there or how much she should be there.

**Kara Lamb:** Well it helps that we do have someone who does know what's going on, and it gives us a direct link to what's happening in the office rather than someone just telling us.

**Gloria Alexander:** Let me just clarify something. I do not deal with the day to day operation of the board. If the board, if the staff have a question, I will direct, if I don't know the answer, and I make no decisions on my own. I will call E. Lavonne Lewis:, I will call David whatever it is that needs to be...even if I know the answer. I will verify it through one of them. I am there doing board business, if there is something that I can do to help and if they ask me to do it, I will do it, but I do not go in there and say, well today girls your going to do this and your going to do that and you can't do this and you can't do that. That is not my job. I sit in a corner. I am not even seen by the public. This is not something new. Your past board members have been in your office. They were paid for 4 days, maybe did two hours a day. They made over \$10,000.00. It's just that when I got into the office, it became a problem and yes, I do take it personally, but you know what when you get a director in there, hopefully you will have a job as an inspector come up and I am going to tell you now that I am going to apply for it and I hope I get it.

**David Austin:** Yes, Lavonne...

**E. Lavonne Lewis:** I move that we table this discussion.

**David Austin:** This discussion is getting a little.

**Kara Lamb:** Table it why it's done.

**Agnes Orozco:** Let me mention that you guys did a great job of the committee. You guys decided and wrote the letter that she was doing a great job. Thank you that was great.

**David Austin:** Let's take a look at number 17. Discussion and make decision of final interviewing candidates applying for executive director position. Okay, deep breath and everybody listen: Some of you are going to absolutely hate me for what I am going to say. Right now, the first time since I have been on this board, I have gotten comments on how nice the office is running. We have renewals coming up. Amarillys is signing up for management classes. I have never seen everybody working as a team before. I feel right now, hiring a new chief to come in there, it's going to be disruptive, it's going to cause problems and needs to be tabled at least for 6 months to give them an opportunity, because this is the best this office has run. I don't know about in the past 20 years, but since in the past three years I have been on the board, I have not seen it run this way and I even got a comment from Sandy Dunham. I wish she was here, praising the effectiveness and how well things are going in the office.

**E. Lavonne Lewis:** I have no doubt that things may be running better than they have ever run in the past. That's not the issue the issue is..this is the same thing you did last June when you appointed Jonnie and the same thing you did in November, when you...your making the same kind of statements though. When you appointed Tracy, Tracy knew the operation and she had been on the board and Jonnie had worked for the operation for 13 years, the very same thing. Now, you put this job out and you set a committee and we review resumes from I don't know how many people we interviewed, I don't know how many people, and I think for you to thwart the process is inappropriate, but...

**David Austin:** You can think what you like...

**Agnes Orozco:** But you did not throw it out, somebody was pushing it other than you.

**David Austin:** I am not the one who was pushing to hire someone right away to begin with.

**Agnes Orozco:** None of us were.

**David Austin:** Pam, go ahead.

**Pam Perondi:** I think it would be a very big mistake not to move forward and let me just finish my whole thought before I am done and, you interrupt. This office may be running smoothly, and I think what you're thinking of probably is personalities. We are behind on two quarterly reports, which are summaries of disciplinary action and we have a great big one due November 1st, which is a bi-annually, ah, you're shaking your head...

**David Austin:** Okay, Pam.

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**Pamela Perondi:** We have a big one due every even year by November 1st, we have not turned in two quarterly reports and we have a big one due November 1st. That summarizes, the last two years of everything that we have done. This office needs a top administrator that can run this, knows how to get the agendas together. I had to call up and request that this amendment come out for this position, which was on the minutes that Lavonne re-capped for our last meeting to talk about an executive director. When I saw that it wasn't on there, I had to call back down and say, this needs to be on there. That's was supposed to have been on there.

**David Austin:** It could have been handled under new business, that's why it was not on there.

**Pamela Perondi:** No, no, no, it's to be on there David. Not under new business.

**David Austin:** It could have been new business to add it on to create a special meeting to do the hiring. That's what this is on there for.

**Pamela Perondi:** We need it on there today to bring forward the three people that we have narrowed the selection down to. To hire somebody to put them into this position. We need a position filled. We have problems and upcoming issues that we need a competent person that can handle the day to day administrative of this office.

**David Austin:** Okay, enough said. Gloria go ahead. You make your statement.

**Gloria Alexander:** What two reports are we behind on?

**Pamela Perondi:** According to NRS, 622.110, we are late on quarterly summary of discipline actions, that one was put to be due, March 31st of 2004 and June 30, 2004, and November 1st of every even year. We have the big report. If you remember the big one Mary brought out with the submission statement on the front in the blue cover two years ago? That was due November 1st.

**Gloria Alexander:** The disciplinary reports were done.

Mary Grady: I gave them to Tracy, but I haven't done the one for June.

**Pamela Perondi:** Have you submitted them into Legislative Counsel, because that's who gets them.

Mary Grady: Tracy was supposed to submit them.

**Amarillys Zayas:** Tracy asked Mary Jo for them.

**Mary Grady:** I gave them to Tracy now I have not submitted June 30th, but I was unaware that it was due.

**Pamela Perondi:** Yes, every quarter. See, I will tell you something right now, we were in the interviews and one of applicants said, I see you have a big report due. Well, I did not sit there and go, could you tell me which one it is please, because we don't know. I got home and I looked it up and I found out what it was. There is certain things to do to function....

**David Austin:** My recommendation right now is...they can get the reports done. They can look it up and see what needs to be done. They are working as a team and I am a firm believer given the opportunity and I really wish Annie were here right now, she has even signed up for management classes. A couple of these people bringing in the office staff, it will bring in new chief over everything is going to be a mess. An absolute mess!

**Pamela Perondi:** I would to continue really quickly and I think E. Lavonne Lewis: pressed a really good point. The way I feel....when you came in and you took over, Mary, boom gone. Then Johnny got it. Not qualified. Gone. You hand selected Tracy

**David Austin:** I am not the one who put Johnny into there. No! I said not to hire Tracy. You find those minutes. I said, she was a mistake. I said not to hire her.

**Pamela Perondi:** I don't remember it that way.

**E. Lavonne Lewis:** I don't remember that.

**David Austin:** You just don't remember, but I was absolutely against bringing Tracy into that position. Gloria go ahead.

**Gloria Alexander:** We sit here and we talk about this now. Your past administrator and I don't like calling people's names, because they are not here to defend themselves. Mary was a manicurist. She was a secretary and moved from that position into the executive position and stayed there with you for 20 years. She was given a chance. These people have been with you, some have been with you 9 to 10 years. All they ask is a fair chance. There is people out there the state offers. They have agencies to help them do whatever it is that they need to do in that office. They can also go to school. Management class like the board asked them to do. Who wants to be in a job when you can never move up. Where they are now, if you bring somebody else in that, you forever stay an inspector. You have got young people in that office that need to be able to move up from the positions that they are in, but if you don't give them a chance, how are they going to do it? I mean, for me, if I was working in a office that says that there is no chance for growing...everybody wants to grow. Nobody wants to stay in the same position forever. So, all I am saying is be fair and give them a chance. If it doesn't work out, then you know, you can always change it. In the past, you did that, you hired a manicurist and you let her be there for 20 years and it wasn't a problem.

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**David Austin:** Excuse me. Just a moment, how dare you say, I ran Mary off, because I questioned, and excuse me, the things I questioned were, because you brought them up and I took the heat for it, over her father doing the table. You're the one who brought it up. You said, we had better check with the AG's office. Who's the one that she never spoke to again over it. Me.

**Pamela Perondi:** I don't know that I brought that up.

**David Austin:** Oh yes you did.

**Pamela Perondi:** We all knew that it was a problem.

**David Austin:** You're the one that brought it up and you said, well have to find those minutes in that special meeting. We had better check with the AG's office. She screamed at me. Who the hell do you think you are calling the AG and ask me about my father.

**Pamela Perondi:** You know...

**David Austin:** So, don't do that. I am sorry. I was put on this board to do things by the law, be fair and do the right thing. If she wasn't doing things right, then I questioned it. Right now, I feel the right and the fair thing is....that is not Mary sitting out there. That is not Jonnie or Tracy sitting out there. Okay. I feel they need to be given an opportunity. We can bring people in under them if we need to. I am not saying that were not going to hire somebody, but what I am saying is that we need to give it a chance. I would like to hear from a couple of other board members who sit back and have opinions.

**Kara Lamb:** What do you guys think? You guys are there everyday you run it. You have done a great job since all this has happened. Do you think it would be...

**Amarillys Zayas:** Well I just have a question Pam if you knew the quarterlies were behind why didn't you call the office and let us know.

**Pamela Perondi:** I just now found out about them after the interviews and I emailed David. I told David that they were behind. I emailed him and I emailed E. Lavonne Lewis: and told them they were behind. What he did with that information after that, I don't know. This whole thing is about this finger pointing thing. I want to know why you're afraid to get somebody in there that can run this office.

**David Austin:** Because, I think they are starting to do a phenomenal job and I want to give them an opportunity.

**Mary Grady:** I just have a quick comment. Right now, I do feel that we are trying we are working together as a team. We are still learning. There's a lot to learn. I feel brining in an executive person that has no knowledge of cosmetology whatsoever, that has no knowledge on how that office runs, would be a very big mistake. We have tried it

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twice in the past and she said, you know with Jonnie, she did know how it ran unfortunately she wasn't capable of it. Tracy, knew how to do certain things , but she didn't know how that office ran.

**Mireille Alfa:** Eventually, we are going have one. I see if you hire somebody new, those girls have to go and train that person. So, they are going to waste 6 months out of their time to train her. Right? It's going to happen, now or later.

**David Austin:** I am sorry, we can discuss this further, but I want to make a motion that currently, for the future, we off hiring an executive director and we can bring it up for discussion in 6 months.

**Agnes Orozco:** I second.

**David Austin:** Any further discussion on it?

**Mireille Alfa:** We can't see what they have to work with.

**Pamela Perondi:** I want to make a discussion. There was three people that I had narrowed down that have all served boards. I have said this before and I will quote it again. The person that runs Ford Motors doesn't know how to build a car. They know administration. They know how to set an agenda. They know how to follow procedures. They know how to write policy. Anybody E. Lavonne Lewis: is a public member...look through this. It's a business. It's not a club. This a state business. It is not a club. You can look through here and know how to apply this to the laws. It's about being an administrator.

**Agnes Orozco:** Is it proper for in-house promotions first, before you go out? Because we did not want a director right away. Someone was just pushing it. Just like that training, we had for that weekend. Somebody pushed it. It cost us \$10,000.00 for what? We were just told Kirby wants to meet with you on Saturday, and it turned out that it was for training. It cost \$10,000.00 to bring everybody in and I don't know if Prudential ever charged us for it, because they quoted the training. They paid their trainers and then... you know, but it was pushed.

**E. Lavonne Lewis:** I agree with Pam on a number of issues and I have stated that we interviewed the people. We looked for people who were administrators, which is the significant part of what the person who runs the office has to do. The inspectors have to know the laws when they go out to inspect. They know what they are looking for and the person who administers the office reviews to see whether or not there is compliance. So, this is not rocket science. The person who runs General Motors well it's a corporation. This is a small organization, but it is still run on the same kind of basis. You're looking for people have budgeted, supervisory experience and can build a team.

**Agnes Orozco:** In house promotions are proper...

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**E. Lavonne Lewis:** In house promotions are proper when you have people who meet the qualifications that you have stated is needed for the job.

**David Austin:** Okay. The Chair is taking the floor back. There is a motion made by the Chair that we table any discussion of hiring an executive director for 6 months.

**Agnes Orozco:** I second.

**David Austin:** Agnes Orozco seconded it. All in favor?

**David Austin,** Gloria Alexander, Agnes Orozco, Kara Lamb, Mireille Alfa: Aye

**David Austin:** Any Oppose raise your hand

**E. Lavonne Lewis, and Pamela Perondi:** raised hands.

**Motion carried.**

**David Austin:** Any opposed. Raise your hand. Okay, so it's being tabled. We will discuss and schedule it in 6 months.

**E. Lavonne Lewis:** Somebody, then needs to notify all of the people that we contacted..

**David Austin:** Amarillys, will you handle that please? Thank you. It's done.

**Mireille Alfa:** We didn't even have copies of the resumes and we are supposed to have a second opinion here on who they are?

**E. Lavonne Lewis:** We weren't going to do anything on them today.

**David Austin:** We were going to have to re-interview them. We were going to set up a meeting for the next week to interview them. If we decided to bring somebody else in over these people okay, next item on the agenda, I believe was new business.

**Pamela Perondi:** I have a couple of questions. Can I ask who is attending the INC conference?

**David Austin:** I am.

**Agnes Orozco:** I am.

**Amarillys Zayas:** I am.

**George Campbell:** I am.

**Agnes Orozco:** Did you want to go?

**Pamela Perondi:** No

**Gloria:** No.

**Agnes Orozco:** Is it too late?

**David Austin:** For registrations

**Gloria Alexander:** No it's not too late if anybody wants to go.

**E. Lavonne Lewis:** Nope

**Mireille Alfa:** No I can't.

**Gloria Alexander:** Mireille, do you think maybe for the one in October, is that possible? For Experiors, that costs the board no money for two people to go to St. Paul Minnesota.

**Mireille Alfa:** Yes. I would love to go.

**Gloria Alexander:** I will let you know about...I think it's like the beginning of November. I just needed to at least give them an answer that somebody is coming.

**Mireille Alfa:** Oh Kara, do you want to go?

**Kara Lamb:** I can if it's not the weekend of the 30th.

**Gloria Alexander:** Okay, I will check and make sure of the dates and get back to both of you.

**Mireille Alfa:** I want to go.

**Gloria Alexander:** Okay.

**David Austin:** and then comments by general public.

**Pamela Perondi:** I had a couple...

**David Austin:** Okay.

**Pamela Perondi:** When we do the next agenda and we have any violations, could we put in that little violation reading thing? It makes it very simple to give them their violations. There was a little ring thing that we would read according to blah, blah, blah, and blah. Then I would like another...

**David Austin:** Do you know what she means Amarillys just word it out.



**Amarillys Zayas:** Yes

**Pamela Perondi:** Under new business, for the next agenda item that we can talk about if we want to re-hire an inspector for down here.

**David Austin:** Oh, that's right. I forgot about that. Okay.

**Mary Grady:** We could use one.

**Pamela Perondi:** Well, whether it be here, up there, however were going to do it.

**David Austin:** Put it on the next agenda.

**Mireille Alfa:** So, what happened to Lourdes? Because I don't know anything about it!

**David Austin:** She left.

**Agnes Orozco:** She resigned.

**Pamela Perondi:** Oh, and one other thing. We had tabled an item, which was that ethic commission letter, which we got here...

**David Austin:** I don't think that was in the agenda. That was just a response that we can't request an opinion, it would have to come from either Larry or Mary or somebody on the NIC, because it involves them. They're the ones that have to request the deviation.

**Pamela Perondi:** One other question. I am just going to make one little thing. I have never been returned a phone call from April, so I don't know what I should do. I have left several messages and no phone calls have been returned. I even went into detail as to why I am calling. So, I want to proceed with that issue. I won't talk about it, but something needs to come to a head real soon.

**David Austin:** George Campbell: asked me to wait and meet with her until he talked to me today. I was supposed to meet with her last week and he asked me to hang on.

**Pamela Perondi:** Have you heard from her? She hasn't returned your call?

**Gloria Alexander:** Have you made phone calls to her? George.

**George Campbell:** Once, a long time ago.

**Gloria Alexander:** Okay.

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**David Austin:** When I called her about mine, I will make sure she calls you. Because maybe we can even go in together. If you want to come down, and then we will go in there together and see her.

**Pamela Perondi:** Yes, I am available whenever.

**David Austin:** Okay. That would be good if we went together.

**Pamela Perondi:** Is she in Carson?

**David Austin:** No, she is in Vegas. So, we will kind of adjust it, where then we will schedule it. Pam, rather the two of us together do it?

**Pamela Perondi:** Okay.

**David Austin:** Any public comment. Amarillys?

**Amarillys Zayas:** The Nevada State Library in archives, they sent a package over and it just states of how long you can keep stuff, so I want you guys to look at it. Around the next agenda, I will make copies. So, we know how long we need to keep stuff and we can get rid of a lot of that stuff that's in the files that are not necessary. That's been in there like 15 or 20 years. So, there is a list of how long you need to keep everything.

**George Campbell:** It's called records retention sketch. Let's put that on the next agenda talk conference.

**Agnes Orozco:** Do we have a shredder?

**David Austin:** Oh, that's right.

**Amarillys Zayas:** Gloria was telling me that they were on T.V. and they had bins and bins of people's personal information that had never been shredded.

**David Austin:** And stuff was getting taken out of it. Personal info identity theft.

**Amarillys Zayas:** Yes. Personal information. They gave me a quote (shred pro) and I said, well you know, let me see we were even thinking of purchasing one that was more cost effective. A shredder or using the company, but after that, I don't think so.

**Mireille Alfa:** You should have your own shredder.

**David Austin:** Pam, when did you send that email I didn't get?

**Pamela Perondi:** I just deleted my whole sent file. I sent it, it said NRS. It was all about the NRS stuff and it was a quarterly. You're talking about the report?

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**David Austin:** Yes, when did you send it to me.

**Pamela Perondi:** It would have been after the interview.

**E. Lavonne Lewis:** The week before last.

**Pamela Perondi:** Oh, you know what? I sent you another email too. No, I told you on the phone, but I sent you an email on NRS.

**David Austin:** Let me double check that, that one's not in there.

**Pamela Perondi:** How often do you check your email?

**David Austin:** Generally everyday, but the last few days, Scott had the computer in his new office, so I haven't checked it in about 5 days.

**Pamela Perondi:** I told you on the phone about the quarterly reports.

**David Austin:** Yes, that was when we talked. General comments. Nothing from the computer gallery? Anybody want to adjourn.

**Kara Lamb:** I make a motion to adjourn.

**David Austin:** Is there a second?

**Agnes Orozco:** I second.

**David Austin:** Motion to adjourn, seconded by Agnes Orozco. Meeting adjourned at 1:05 p.m.